

TYLER, TEXAS

ANNUAL CATALOGUE 1980-1981

ANNOUNCEMENT OF COURSES 1981-1982

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Students should become familiar with the contents of this catalog.

TYLER JUNIOR COLLEGE

EAST FIFTH STREET

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ANNUAL CATALOGUE

1980 - 1981

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TYLER, TEXAS

AN EQUAL OPPORTUNITY EMPLOYER

CAMPUS OF TYLER JUNIOR COLLEGE



KEY

- | | |
|------------------------------------|---|
| 1. H. E. Jenkins Hall | 13. East Hall |
| 2. Fine Arts | 14. Wagstaff Gymnasium |
| 3. Wise Auditorium | 15. Aleck Genecov Science and Arts Building |
| 4. Maintenance Building | 16. Hudnall Planetarium |
| 5. Potter Hall | 17. George W. Pirtle Technology Center |
| 6. Vaughn Library | 18. Center Hall |
| 7. Dining Hall | 19. West Hall |
| 8. Student Center | 20. Tax Office |
| 9. Vaughn Hall | 21. Claridge Hall |
| 10. Holley Hall | 22. Sledge Hall |
| 11. Bonna Bess Vaughn Conservatory | 23. Bateman Hall |
| 12. Gentry Gymnasium | 24. Baptist Bible Chair |
| | 25. Church of Christ Bible Chair |
| | 26. Methodist Bible Chair |
| | 27. Presbyterian Bible Chair |
| | 28. Tyler Museum of Art |
| | 29. Watson and Emma Wise Cultural Arts Center |

GENERAL COLLEGE CALENDAR — 1980 - 1981

ADVANCE REGISTRATION

The Administrative offices are open throughout the summer for advance registration. Thorough and leisurely counseling is available on degree plans, technical courses and vocations. Students may arrange appointments from 8 a.m. until 3 p.m. Mondays through Fridays.

FALL SEMESTER

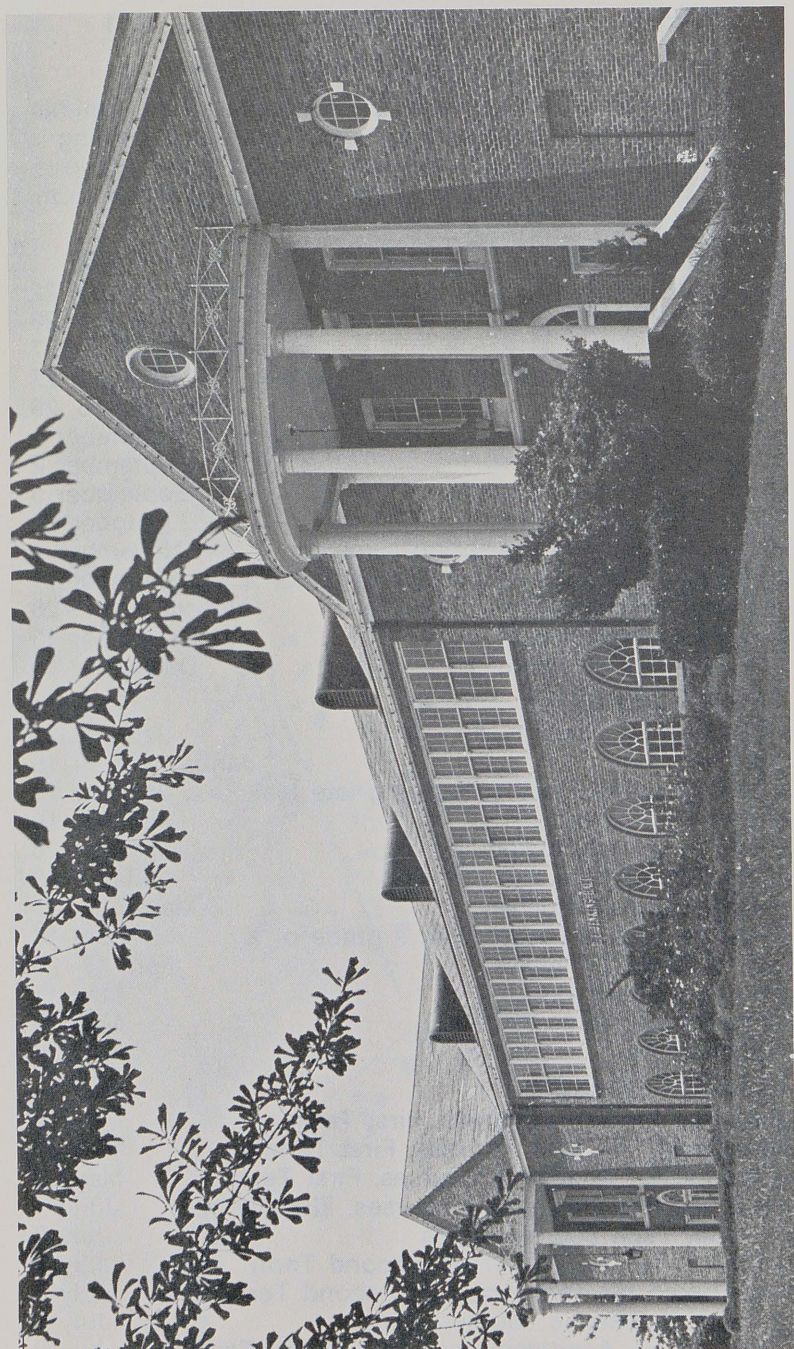
	1980
Advance Registration	June 3 - August 22
General Faculty Meeting	August 23
Registration	August 25, 26, 27
Last day to register without paying late fee	August 27
Freshman Orientation	August 28, 29
Labor Day Holiday	September 1
First day of classes	September 2
Last day to change schedule	September 5
Mid-semester grades due	October 27
Advance Registration for spring semester	November 4
Last day to drop a course with a grade of X	November 21
Thanksgiving Holidays	November 27 - 28
Beginning of final exams	December 15
Last day of Fall semester	December 19

SPRING SEMESTER

	1981
General Faculty Meeting	January 12
Registration	January 13, 14, 15
Last day to register without paying late fee	January 15
First day of classes	January 19
Last day to change schedule	January 23
Mid-semester grades due	March 16
Spring holidays (inclusive)	March 23, 27
Last day to drop a course with a grade of X	April 16
Easter Holidays (inclusive)	April 17 - 20
Beginning of final exams	May 11
Last day of spring semester	May 15
Commencement	May 19

SUMMER SESSION

	1981
Registration for Tech courses, First Term	May 26
Classes begin for Tech courses, First Term	May 27
Registration for Academic courses, First Term	May 29
Classes begin for Academic courses, First Term	June 1
First Term, Tech courses, ends	July 3
Registration for Tech courses, Second Term	July 7
Classes begin for Tech courses, Second Term	July 8
First Term, Academic courses, ends	July 8
Registration for Academic courses, Second Term	July 9
Classes begin for Academic courses, Second Term	July 10
Second Term ends for Academic & Tech courses	August 14



H. E. JENKINS HALL

BOARD OF TRUSTEES

Dr. Edward M. Potter..... President

Mr. Hubert Tunnell..... First Vice-President

Dr. Eugene M. Allen..... Second Vice-President

Ava Lea Gentry Secretary

Maxene Robinson Assistant Secretary

Mr. Earl C. Andrews

Mr. A. D. Clark, Jr.

Mr. Jack W. Flock

Judge Harry Loftis

Dr. Patrick R. Thomas

Dr. Jim M. Vaughn

FACULTY

Harry E. Jenkins	President
B. S., Kansas State College; M. A., The University of Missouri;	
Ph. D., The University of Texas - Austin	
Richard Barrett	Executive Vice-President
B. B. A., East Texas State University; M. B. A., Texas A&M University	
Irving L. Friedman	Administrative Vice-President
B. S., East Texas State University; M. L. A., Southern Methodist University	
Edwin E. Fowler	Administrative Vice-President
B. A., Baylor University; M. Ed., East Texas State University	
L. L. D., Ambassador College	
Johnny Abbey	Secretarial Science
B. B. A., M. B. A., The University of Texas - Austin	
Jacqueline Adams	Art
B. A., Centenary College; M. A., Stephen F. Austin State University	
Norman R. Adamson, Sr.	Postal Management
B. A., M. A., Governors State University	
Vicki Alfred	Journalism
B. A., Texas Tech University	
Harold Brent Allen	Government
A. A., Tyler Junior College; B. A., M. S., Texas Eastern University	
Howard K. Alley	Electronics
A. A., Miami-Dade Community College;	
B. A. A. S., Texas Eastern University	
Kay S. Arms	Mathematics
B. S., M. A., Texas Eastern University	
Jo Anne Askins	Chemistry
B. S., Oklahoma Baptist University; M. S., University of South Dakota	
Albert Baade	Director, Continuing Education Department
B. A., Baylor University; M. A., Texas Eastern University	
Ray Bagwell	Chairman, Department of Government and Economics
B.A., Baylor University; M.S., East Texas State University	
Brenda Jane Baker	Music
B. M. Ed., Texas Christian University	
Robert M. Ballard	History
B. A., Culver-Stockton College; M. S., Ph. D., East Texas State University	
James F. Barnes	Economics
B. A., Mississippi College; M. A., The University of Mississippi	
Lethan A. Barnes	Counselor
B. S., M. A., Texas A&M University	
Donald R. Barnett	Respiratory Therapy Clinical Coordinator
A. A., Tyler Junior College,	
Registered Respiratory Therapist	
Darrell Beard	Electronic Data Processing
B. S., Stephen F. Austin State University	
Harvey O. Beckendorf	Bible Director, Methodist Bible Chair
B. S., The University of Houston	
M. Th., Perkins School of Theology	
Charles D. Bennett	Business Administration
B. S., Southeastern State College; M. S., Oklahoma State University	
Gladys Best	Music
B. M., M. A., Stephen F. Austin State University	

FACULTY (Continued)

- Jack W. Betts Director, Industrial Department, Drafting
B. S., M. Ed., East Texas State University
- Sue Betts Library Assistant
B. S., M. Ed., East Texas State University
- Diana Biggs Clinical Coordinator of
Medical Laboratory Technicians
B. S., University of Texas at Arlington; Medical Technologist
(American Society of Clinical Pathologists)
- Lawrence Birdsong, Jr. Speech, Drama
B. A., Baylor University; M. A. East Texas State University
- Joan P. Boggio Secretarial Science
B. B. A., Stephen F. Austin State University
- Zelda Anne Boucher Nursing
A. A. S., Tyler Junior College
- Howard E. Branum Physics
B. S., M. Ed., Stephen F. Austin State University
- Ray Breedlove Agriculture
B. S., Texas A&M University
- Keith Bridges Electronics
A. A., Tyler Junior College, B. S., M. Ed., Texas Eastern University
- Edwin S. Brogdon Business Administration
B. B. A., M. B. A., East Texas State University
- Pamela Kay Brown Secretarial Science
B. S., M. S., Northwestern State University
- Jean Browne Chairman, Department of Speech and Drama
B. A., Mt. Holyoke College; B. A., Carnegie Institute of Technology
M. F. A., The University of Texas; Ph. D., State University of Iowa
- B. T. Bryant Mathematics
B. S., M. S., East Texas State University
- Julius Buchanan Petroleum Technology, Chairman,
Technician Department
B. S., The University of Texas; M. S., East Texas State University
- Paula Buck English
B. A., Texas A&I University; M. A., Stephen F. Austin State University
- Don S. Burket Government
B. A., M. A., Austin College
- John Maxwell Burket Geology
B. A., M. S., Baylor University
- M. Keith Burson Electronic Data Processing
B. S., University of Houston; M. S., The American University
- Alice Frances Burton Nursing
B. S. N., Northwestern State University of Louisiana
- Mary Burton English
B. A., M. A., Sam Houston State University
- Noamie Ruth Byrum English
B. A., M. A., Stephen F. Austin State University
- Eugene Caldwell Counseling / Spanish
B. A., M. A., Stephen F. Austin State University
- Irene Camp Radiologic Technology
Registered Radiologic Technologist, A. S., Tyler Junior College

FACULTY (Continued)

- James W. Campbell Mid-Management
B. B. A., Baylor University
- Merrill Cantrell Electronic Data Processing
A. A., Tyler Junior College
- Christine R. Carney Geography
B. A., Wittenberg University; M. A., Miami University
- Anna Marie Carpenter Dean of Women;
Director of the Apache Belles
B. A., Texas Christian University;
M. S., Texas Woman's University
- Judy D. Carr Nursing
R. N., St. Joseph School of Nursing
- Dona Julian Cassel English
B. S., M. S., East Texas State University
- M. Carroll Cassel Mid-Management
B. B. A., Stephen F. Austin State University;
M. B. A., East Texas State University
- Judith Caswell English
B. A., M. A., Stephen F. Austin State University
- Lorace Catterson Economics
B. S., Northwest Missouri State College; M. Ph., The University of Wisconsin
- Charles J. Cavanaugh Chairman, Department of Art
B. F. A., Louisiana College; M. A., North Texas State University;
M. F. A., Stephen F. Austin State University
- Mary Spire-Chartier Nursing
M. S., Texas Eastern University
- Robert H. Clemmons, Jr. Director of Student Financial Aids
B. S., Stephen F. Austin State University; M. Ed., Texas Eastern University
- Milford T. Collins History
B. A., East Texas Baptist College; M. A., Stephen F. Austin State University
- Tyler A. Combs Respiratory Therapy
A. A. S., Southwest Texas State University
- Jim Conner Clinical Coordinator of
Medical Laboratory Technicians
B. A., University of Texas, Austin; M. S., East Texas State University;
Microbiologist, (American Society of Clinical Pathologists)
- Pat Jean Cook English
B. A., M.L.A., Southern Methodist University
- Beverly Leigh Cory Fashion Merchandising
- David W. Crawford Speech
B. S., North Texas State University;
M. A. Stephen F. Austin State University
- Dorothy M. Creekmore Secretarial Science
B. S., M. S., East Texas State University
- Suzanne E. Crim Business Administration
A. A., Tyler Junior College; B. S. Ed., Texas Tech University
- Jerry Crockett Business Administration
B. B. A., Texas Eastern University
- Linda Joyce Cross History
B. S., M. A., Stephen F. Austin State University
- Robert C. Cullins, Jr. Vocational Counselor
B. S., M. Ed., Northwestern State University of Louisiana

FACULTY (Continued)

Felder Cullum	Chairman, Department of Behavioral Science B. S., University of Maryland; M. Ed., Ed. D., North Texas State University
Charles F. Cunningham	Chairman, Department of Electronics F.C.C. Licensed Radio-Television Engineer
George Michael Cunningham	Chemistry B. A., Howard Payne College; M. S., West Texas State University
Lowell D. Dailey	Electronics B. S., Ottawa University; M. Th., Dallas Theological Seminary
Kenneth Dance	Business Manager B. B. A., Baylor University, Certified Public Accountant
Joe W. Dark	Air Conditioning and Refrigeration
Clyde Davenport	Ophthalmic Technician and Dispensing Certified Ophthalmic Dispenser
Marvin P. Davis	Chairman, Department of Mathematics B. S., Lamar University; M. A., Louisiana State University
Jerald R. Debenport	Electronics B. S., East Texas State University
David Demic	Mathematics B. A., Texas Technological College; M. A., The University of Texas - Austin
John Dickson	Music B. A., Dallas Baptist College; M. M., Baylor University
Pauline Dietz	Vocational Nursing Registered Nurse
Billy Jack Doggett	Director of Student Activities B. S., M. Ed., Stephen F. Austin State University
Faye Rhea Dozier	Electronic Data Processing B. A., University of Texas, Arlington
LaVerle Ellis	Clinical Coordinator of Medical Laboratory Technicians B. S., Stephen F. Austin State University; Medical Technologist; (American Society of Clinical Pathologists)
Truett T. Ellis	Fire Protection Technology Licensed Fire Protection Instructor
Susan Endsley	Fashion Merchandising B. M. E., Baylor University; M. Ed., Stephen F. Austin State University
Felix Exelbierd, D. D. S.	Dental Assistant Instructor D. D. S., University of Tennessee, College of Dentistry
Lena Exum	English B. A., Mississippi State College for Women; M. A., University of New Mexico
William J. Fairbanks	Petroleum Technology B. S., M. S., University of Michigan
Robyn Files	Mathematics B. A., Austin College; M. L. A., Southern Methodist University
Annelle Fowler	Mathematics B. S., Baylor University; M. S., Ed. D., East Texas State University
Ned W. Fowler	Basketball Coach B. S., M. Ed., East Texas State University

FACULTY (Continued)

- James T. FoxElectronic Data Processing
- Frances Friedman Director, Hudnall Planetarium
- Anthony Allan Fulcher Ornamental Horticulture
B. S., East Texas State University
- Walter Fuller Electronics
A. A., Tyler Junior College
- Donald C. GaiserBusiness Administration
B. A., University of Texas - Austin; M. B. A., Southern Methodist University
- Ava Lea GentryExecutive Administrative Assistant
A. A., Tyler Junior College
- Blanche G. Gibson Home Economics
B. A., University of Louisville; M. A., Columbia University
- Fletcher Gibson Physical Education
B. S., Southern Methodist University; M. A., Columbia University
- Walter R. Gibson Bank Management
B. B. A., J. D., Baylor University
- Alfred Gilliam Choreographer
- Frank S. Glenn Psychology
A. S., Tyler Junior College; B. S., Texas A & M State University;
B. S., M. S., Texas Eastern University
- Robert Glover Chairman, Department of
History
B. A., M. A., Stephen F. Austin State University
Ph. D., North Texas State University
- V. V. Gonzalez, M. D. Medical Director of
Medical Laboratory Technicians
M. D., University of St. Thomas, Manila, Philippines
- Gus GordonBusiness Administration
B. A., University of Texas - Austin; M. S., Baylor University; Certified Public Accountant
- Steve Earl Green Mathematics
B. S., M. S., East Texas State University
- Cecil Greer History
B. A., University of Miami; M. A., University of Georgia
- John I. Griffith Recreation Leadership
B. A., M. A., University of Texas at Austin
- Dale Groom Ornamental Horticulture
B. S., Stephen F. Austin State University; M. S., East Texas State University
- Freeman F. Gross Petroleum Technology
B. S., B. A., Texas Technological University
- Lynda G. Gunter Medical Laboratory
B. S., University of Texas - Austin; M. S., East Texas State University
- Virginia Hall Clinical Instructor of
Medical Laboratory Technicians
Medical Technologist, (American Society of Clinical Pathologists)
- Judy K. Hammond Nursing
B. S. N., Baylor University
- Millard T. HarkriderElectronic Data Processing
B. S., Texas Tech. University; M. S., University of Tennessee
- Sarah H. Harrison English
B. A., M. A., East Texas State University

FACULTY (Continued)

Paul Louis Harrup	Real Estate Management
B. B. A., Baylor University	
Carolyn Harvey	Nursing
A. S., Tyler Junior College; B. S. N., Texas Eastern University	
John Howard Hays	Spanish
B. A., Stephen F. Austin State University; M. A., University of Houston	
Jon Hazel	Journalism
B. J., University of Texas at Austin; Diplome d'Etudes Francaises, Institut de Touraine, Tours, France	
John Head	Agriculture
B. A., East Texas State University; M. A., Sam Houston State University	
Kenneth Lee Hegtvedt	Bible
Director of the Presbyterian Student Center	
B. A., Western Washington University; M. Div., Western Conservative Baptist Seminary	
Milton H. Hendley	Radiologic Technology
American Registry of Radiological Technologists	
Carolyn Hendon	English
B. A., University of Oklahoma; M. S., Illinois State University	
Ernest E. Hendrix, Jr.	Surveying
B. S., Texas A&M University	
Marguerite Hewitt	Psychology
B. S., M. Ed., Ed. D., East Texas State University	
Milton W. Higgins	Business Administration
B. A., B. S., Southwestern State University; M. Ed., Ed. D., University of Oklahoma	
James H. Hill	Chemistry
B. S., Lamar University; M. S., University of Arizona	
Kevin Fly Hill	Respiratory Therapy
B. S., Southwest Texas State University, Registered Respiratory Therapist	Program Director
M'Liss Stewart Hindman	Speech
B. A., Texas Tech University; M. A., University of Houston	
Robert Gordon Hindman	Government
B. A., Texas Tech University; J. D., University of Houston	
Lynette Hobbs	Medical Laboratory
B. S., Baylor University	
Loretta Holbrook	English
B. S., M. A., Stephen F. Austin State University	
James William Hooper	Dental Hygiene
D. D. S., University of Texas - Houston	
Ramon Allen Hooper	Dental Hygiene
D. D. S., The University of Texas - Houston	
Norman G. Hoot	Director, Dental Hygiene
D. D. S., Baylor University, College of Dentistry	
Herman H. Hubbard	Graphic Communications
Patrick G. Hubbard	Real Estate Management
B. S., Abilene Christian University; J. D., Texas Tech University	

FACULTY (Continued)

- James P. Huckabay Criminal Justice
B. S., Texas Eastern University
- David Hudson Government
B. A., Stephen F. Austin State University;
M. A., North Texas State University
- Elmer E. Hyden Assistant Director of
B. A., Baylor University; M. A., Southwest Texas State University Technology Division
- Bill Jacobs Clinical Instructor of
Medical Laboratory Technicians
B. S., University of Texas Health Science Center - Dallas;
Medical Technologist, (American Society of Clinical Pathologists)
- Iva Jenkins Library Assistant
- James W. Jenkins Government
B. A., J. D., University of Texas - Austin
- J. W. Johnson Chairman, Department of
B. M., M. M., North Texas State University Music
- Varina P. Johnson Music
B. M., North Texas State University
- Wynoma Johnson Art
B. A., M. S., East Texas State University
- Douglas H. Johnston Business Administration
B. B. A., Baylor University
- John W. Johnston English
B. A., Ouachita University; M. Th., Southwest Baptist Theological Seminary;
M. A., Pittsburg State University
- Joan Jones Secretarial Science
B. S., Tennessee Technological University
- Karen Lynne Jones Dental Hygiene
A. A., Tyler Junior College; B. S., Baylor College of Dentistry;
Registered Dental Hygienist
- Peter E. Jones History
B. S., M. A., Tennessee Technological University; Ph. D., University of Oklahoma
- James E. Justice Economics
B. S., M. S., Texas Tech University
- Kay L. Keagy Mathematics
B. A., Baylor University; M. A., Texas Tech University
- Charles E. Keasler Real Estate Management
B. A., North Texas State University
- Elton Wayne Keith History
B. A., M. A., Baylor University; M. A., Peabody College
- Johnnye Kennedy Assistant Librarian
B. A., M. L. S., Texas Woman's University
- Sherri Kennedy Nursing
B. S. N., Northwestern State University; M. S. N., University of Texas at Arlington
- Jan P. Kent Spanish, French, English
B. A., Stephen F. Austin State University; M. A., University of Arkansas
- Edward C. Ketchum Drafting
B. S., Southeastern State College; M. E., East Texas State University
- Kenneth C. Killian Dental Hygiene
M. S., University of Texas; D. D. S., Baylor University

FACULTY (Continued)

Franklin Kimlicko	Music
B. M., North Texas State University; M. M., Southern Methodist University	
Coline King	Director, Audio-Visual Aids
Emogene King	Secretarial Science
B. B. A., North Texas State University	
Carolyn J. Kniffen	Recreation Leadership
Fred C. Kniffen	Recreation Leadership, Tennis
B. B. A., Hardin Simmons University	
Lou Ann Krueger	Vocational Nursing
B. S. N., Texas Woman's University	
Edith E. Kunzman	Ornamental Horticulture
Sheron Lacefield	Counselor
B. Ed., M. Ed., Northwestern State University	
Sam D. Lackland	Petroleum Technology
B. S., Texas A&M University; B. B. A., Texas Eastern University	
Robert Bruce Langham, III	Graphic Communications
B. A., Sam Houston State University	
Rick Langley	Physical Education, Assistant
B. S., University of Houston	
	Football Coach
Willie Lankford	English
B. A., Texas Woman's University; M. A., Stephen F. Austin State University	
Rebecca Laughlin	Psychology, Sociology
B. S., M. Ed., Stephen F. Austin State University	
Marsha Anne Layton	Geology
B. S., M. A., Baylor University	
Jerry Leard	Academic Dean
B. M., Stephen F. Austin State University; M. Ed., The University of Texas - Austin	
Elizabeth H. Lee	Mathematics
B. S., Northwestern University; M. A., East Texas State University	
Rita C. Lehto	Nursing
B. A., B. S. N., Arizona State University	
Eugene Levy	History
B. A., The University of Texas; M. A., Hebrew Union College	
James N. Lewis	Government, Economics
B. S., M. A., North Texas State University	
Kenneth D. Lewis	Dean of Admissions, Registrar
B. S., Texas A&M University; M. S., East Texas State University	
David J. Ligon	Government
B. S., Portland State College; M. S., Eastern New Mexico University	
Patricia L. Logan	Journalism
B. J., University of Texas - Austin; M. A., East Texas State University	
Eugene B. Long	Counselor
B. A., Wiley College; M. A., University of Michigan	
Leslie Lowe	Secretarial Science
B. S., East Texas State University	
Linda J. Ludovico	Dental Hygiene
A. S., Tyler Junior College	

FACULTY (Continued)

Bridget C. Mann	Foreign Language
B. A., University of Houston; M. A., Stephen F. Austin State University	
Clarice Martin	Assistant Librarian
B. S. E., Southern State College	
Jefferson H. Martin	Mathematics
B. S. E., Southern State College; M. A., University of Arkansas	
Jo Ann Martin	Radiologic Technology, Chairman, Hospital Technicians Department
Registered Radiologic Technologist	
Leota F. Martin	Veterans Advisor
B. S., Stephen F. Austin State University	
Verna Martin	Counselor
B. A., Texas Woman's University	
Gerald Matthews	Mathematics
B. S. M. E., M. S. M. E., University of Texas	
Dennis Mayfield	Biology Laboratory
B. S., Texas A&M University	
Skeet McAuley	Graphic Communications
B. A., Sam Houston State University; M. F. A., Ohio University	
Molly McCoy	Music
B. A., University of S. Dakota; M. M., North Texas State University	
Loretta McGehee	English
B. A., Southern Methodist University; M. A., East Texas State University	
Raymond Charles McGinty	Physical Education Football Coach
B.S., M.S., North Texas State University	
Bobby McGregor	Graphic Communications
Cynthia McKinley	Secretarial Science
B. B. A., B. Ed., Pan American University	
Ivan McKinney	Dental Assisting
D. D. S., The University of Texas	
Evelyn McManus	Director, Vaughn Library
B. A., Southwestern University; M. S., East Texas State University	
Mary Jane McNamara	Library Assistant
Frank E. Melton	Journalism
B. S., Stephen F. Austin State University	
Julie Lynne Mettlen	Dental Assisting
A. S., Tyler Junior College; Registered Dental Hygienist	
Robert E. Meyer	Mid-Management
B. B. A., East Texas State University	
Adelia D. Miller	Vocational Nursing
B. S. N., Texas Eastern University	
Ann Davis Miller	Art
B. A., M. A., Stephen F. Austin State University	
Balsorah L. Miller	Recreation Leadership
B. A., Mississippi State University; M. F. A., Institute Allende	
David L. Miller	Business Administration
B. B. A., Texas Tech University; C. P. A.	
Eugene L. Miller	Chairman, Department of Mid-Management
B. B. A., Southern Methodist University	

FACULTY (Continued)

Mary Evelyne Miller	Chemistry Laboratory
B. S., Texas Woman's University	
H. F. Mills	History
B. A., M. A., Rice University	
Randall Milstead	Physical Education
B. A., M. Ed., Stephen F. Austin State University	
Bennie C. Mims	Criminal Justice
B. S., University of Texas - Arlington; M. S. Texas Eastern University	
Richard T. Minter	Dean of Technology Division
B. S., M. Ed., Sam Houston State University	
Charles G. Moore	Mathematics
B. S., University of Texas - Austin; M. S., Stephen F. Austin State University	
David L. Moore	Bank Management
B. B. A., Texas A&M University; B. A., University of Northern Colorado	
Sophie More	Clinical Coordinator and Clinical Instructor of Medical Laboratory Technicians
B. S., University of Houston; Medical Technologist, (American Society of Clinical Pathologists.)	
Doris Morrison	Dental Assisting
Certified Dental Assistant	
Randy Morrison	Electronics
A. A., Paris Junior College	
George K. Mueller	Piano
B. Ph., University of Chicago; B. M., M. M., American Conservatory of Music	
Frankie E. Muffoletto	Vocational Counselor
B. A., M. A., Northwestern State University of Louisiana	
Sherry Munn	Psychology
B. S., M. S., East Texas State University	
James Murray, Jr.	English
B. A., Baylor University; M. A., The University of Texas	
Mary Kathlyn Neill	Secretarial Science
B. A., East Texas State University	
Judy Gayle Newman	Secretarial Science
B. S., M. S., East Texas State University	
Monty Lee Newman	Drafting
B. S., M. Ed., East Texas State University	
David Nichols	Dental Hygiene
B. A., University of Texas - Austin; D. D. S., University of Tennessee Medical Units - Memphis	
Fred Nichols	Bank Management
B. B. A., Baylor University	
Margie Noel	History
B. A., Austin College; M. A., Tulane University	
Rhebyburn Parrish Nolan	Government, Economics
B. S., M. P. A., North Texas State University	
Joy F. Oliver	Mathematics
B. A., Texas Woman's University; M. A. Miami (Ohio) University	
Deborah Ann Pace	Mathematics
B. A., M. A., Ph. D., The University of Texas - Arlington	

FACULTY (Continued)

Willie Lee Palmore	Biology
B. S., North Texas State University; M. S., East Texas State University	
Judith Ann Parks	Biology
B. A., Houston Baptist College; M. S., Stephen F. Austin State University	
Ronald Patschke	Mathematics
B. S., M. A., Southwest Texas State University;	
Ed. D., East Texas State University	
Mary Cathryn Patterson	Biology Lab
B. A., B. S., University of Texas, Austin	
Debbie F. Payne	Nursing
B. S. N., Northeast Louisiana University; M. S. N., University of Texas - San Antonio	
Robert Gary Peacock	History
B. A., M. A., North Texas State University	
Adrian J. Peddy	Geology
B. S., Texas Technological College; M. S., East Texas State University	
Mary Peddy	Counselor
B. S., Mississippi State College; M. S., Mississippi State University	
Gloria Peggram	English
B. A., East Texas Baptist College; M. A., Stephen F. Austin State University	
Beverly Ann Perkins	English
B. A., Texas Technological College; M. S., East Texas State University	
Robert Peters III	Government, History
B. A., Texas Christian University; M. A., Stephen F. Austin State University	
Ph. D., The University of Texas - Austin	
Mary Jo Phillips	Nursing Home Administration
A. S., Tyler Junior College	
Thomas W. Phillips	Physical Education, Assistant Football Coach
B. A., Wichita State University;	
M. Ed., McNeese State University	
Charles D. Pickens, Jr.	Real Estate Management
B. B. A., Texas Tech University	
Larry Pierson	Clinical Coordinator of Medical Laboratory Technicians
B. S., Stephen F. Austin State University; Medical Technologists, (American Society of Clinical Pathologists)	
Larry M. Pilgrim	Agriculture
B. S., M. S., East Texas State University	
Lillian Pipkin	Electronic Data Processing
B. A., Texas Eastern University; M. S., East Texas State University	
Betty B. Plyler	Counselor
B. S., University of Texas - Austin; M. A., Stephen F. Austin State University	
Margaretta Bolding Points	Economics
B. S., Stephen F. Austin State University; M. A., Texas A&M University	
Jonelle Pollard	Government
B. B. A., M. A., Texas Eastern University	
Sandra C. Prater	Physical Education
B. A., Texas Tech University; M. Ed., Texas Eastern University	

FACULTY (Continued)

- Blanche Prejean Chairman, Department of Journalism
 B. A., Texas Wesleyan College; M. A., Stephen F. Austin State University;
 Ph. D., University of Texas - Austin
- Dennis Price Law Enforcement
 B. S., University of Southern Mississippi
- Nancy Laine Price English
 B. A., Texas Tech University; M. A., Southern
 Illinois University; M. Ed., Lincoln University
- Carolyn B. Propes Business Administration
 B. B. A., Baylor University; M. B. A., Texas Eastern University
- Stephen B. Rainwater Mathematics
 B. S., M. S., Stephen F. Austin State University
- Herbert Richardson Physical Education
 B. S., M. Ed., University of Houston
- Joann Richardson Secretarial Science
 B. B. A., University of Houston
- Mike Richardson Physical Education,
 Intramurals
 A. A., Tyler Junior College;
 B. S., M. Ed., Stephen F. Austin State University
- William P. Riemen Mathematics, Chemistry
 B. S., University of Wisconsin; M. S., Stephen F. Austin State University
 Ph. D., University of Wisconsin
- Billie Elizabeth Rix English
 B. B. A., Stephen F. Austin State University; M. Ed., East Texas State University
- Carol T. Robinson Air Conditioning and Refrigeration
 A. A., Oklahoma State University School of Technical Training
- Dale G. Robinson Bible, Director of
 Baptist Student Union
 B. A., M. Div., Ph. D., Southwestern Baptist Theological Seminary
- Joe Tom Rodgers Mathematics
 B. S., The University of Texas at Austin; M. S., East Texas State University;
 Ph. D., George Peabody College for Teachers
- Ruby Roge Nursing
 B. S. N., M. S. N., Northwestern State University
- Barbara B. Rogers Electronic Data Processing
- Cheryl Lynn Rogers Music
 B. M., North Texas State University; M. A., Stephen F. Austin State University
- Dick Rubin Business Administration
 B. B. A., Texas A&M State University
- Frank Rucker Farm and Ranch Management
 B. S., M. Ed., East Texas State University
- Leo S. Rudd, Sr. Psychology
 B. A., William Jewell College; M. Ed., East Texas State University
- Athena Russell Home Economics
 B. S., Stephen F. Austin State University
- Anne Williams Rye History
 B. S. E., University of Arkansas; M. A., Memphis State University
- William D. Saban Criminal Justice
 B. A., North Texas State University; J. D., Texas Tech University

FACULTY (Continued)

- John T. Saleh Chairman, Department of Business Administration
B. B. A., East Texas State University; M. B. A., North Texas State University
- Martin Z. Sammons, Jr. Business Administration
L. L. B., Baylor University
- Frankie Sanders Vocational Nursing
Licensed Vocational Nurse
- Marvin H. Schack Air Conditioning and Refrigeration
B. S., Colorado State University; M. S., University of Idaho
- Rod L. Schminkey Horticulture
- Jacquelyn Shackelford Speech
B. S. East Texas State University
- Jerry R. Shelton English
B. A., M. A., Stephen F. Austin State University
- Rebecca Shepherd Dental Hygiene
B. S., Baylor College of Dentistry
- Ruben K. Shirley Fire Protection Technology
- Thomas Simmons Biology
B. S., M. S., Mississippi State University
- Helen Sloan Nursing
B. S. N., M. S. N., Northwestern State University of Louisiana
- Jack C. Smith Band Director, Music
B. M., Stephen F. Austin State University
- Ronald Neal Smith Ophthalmic Technician
O. D., University of Houston and Dispensing
- Walter S. Smith Electronics
F.C.C. Licensed Radio-Television Engineer
- Patricia A. Sparks Nursing
B. S. N., University of Texas at Galveston
- Jim Stacy Clinical Instructor of
B. S., Texas Eastern University; Medical Laboratory Technicians
Medical Technologists (American Society of Clinical Pathologists)
- B. Joe Staples Chairman, Department of
B. S., M. S., East Texas State University Secretarial Science
- Doyle D. Starnes Agriculture
B. S., D. V. M., Texas A&M University
- Kenneth Stegall Respiratory Therapy
B. S., Texas Eastern University; Registered Respiratory Therapist
- Margaret P. Steigman English
B. A., Arkansas College; M. A., Northeast Louisiana University
Ed. D., East Texas State University
- Larry W. Stephenson Drafting
B. S., M. S., East Texas State University
- Bruce A. Stevens Clinical Instructor of
B. S., M. S., Stephen F. Austin State University Medical Laboratory Technicians
- Jeanette Stewart Biology
B. A., Austin College; Ph. D., The University of Texas - Austin
- Katie A. Stewart English
B. S., Prairie View State College; M. A., Atlanta University

FACULTY (Continued)

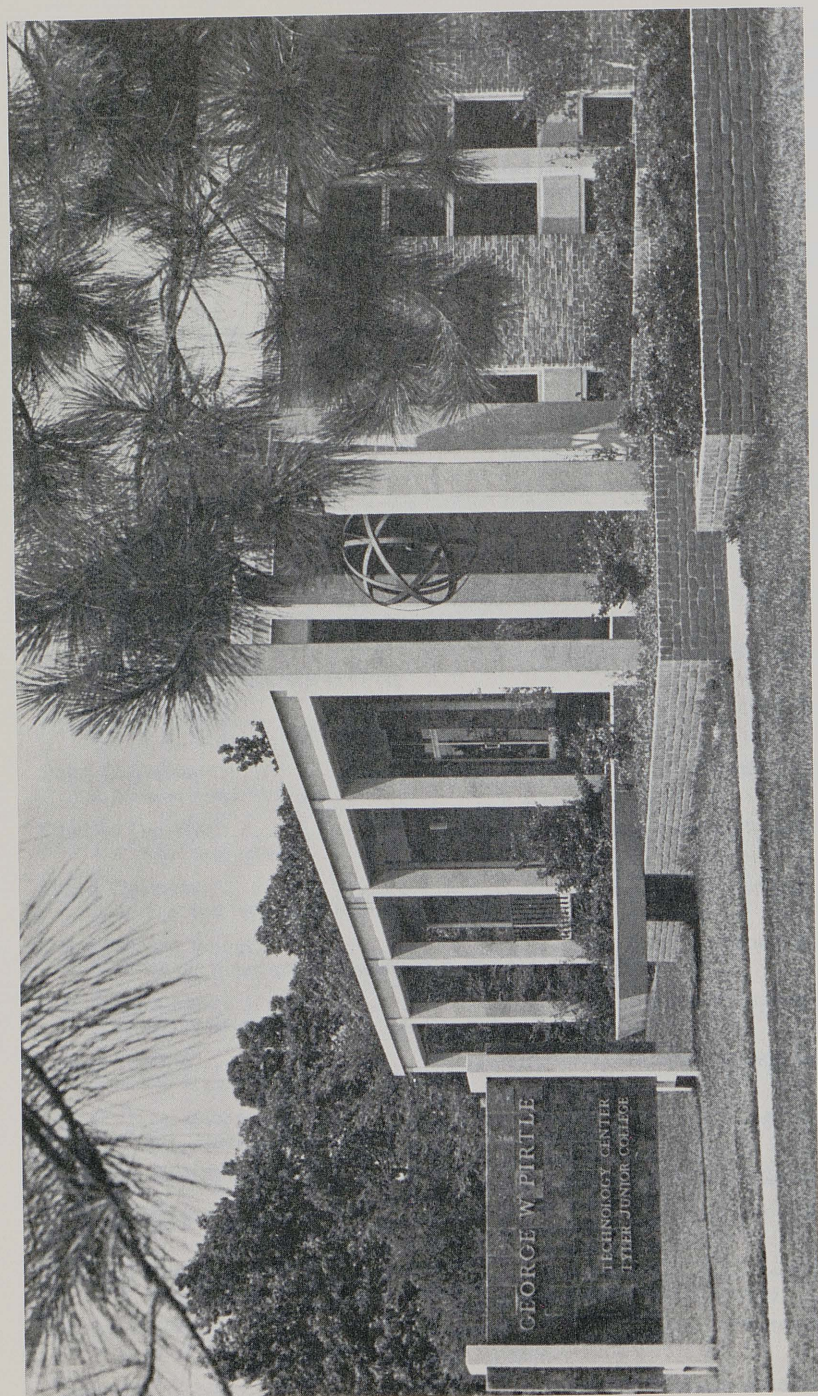
- Bill M. Stiles Air Conditioning and Refrigeration
 B. A., University of Texas - Austin;
 M. A., Stephen F. Austin State University
- George Stiles Chairman, Department of Natural Science
 B. S., Sam Houston State University; M. A., Colorado State College of Education
- Jimmy O. Strait Bible, Director of the
 B. A., M. A., Abilene Christian University; Campus Christian Center
 M. S., Kansas State Teachers College; Ed. S., Emporia State University
- Aileen Strickland Electronic Data Processing
- Clarence Strickland Speech
 B. S., M. S., East Texas State University
- H. Larry Stripling Biology
 B. S., Louisiana Polytechnic Institute; M. S., Florida State University
- Charles Tate Farm and Ranch Management
 B. S., East Texas State University
- Everett Taylor Journalism
 B. A., Baylor University
- Margaret Taylor Nursing
 B. S., Ball State University; M. S., East Texas State University
- George B. Tefteller Mathematics
 B. S., M. S., East Texas State University
- Karen D. Thedford Secretarial Science
 B. S., Texas Eastern University
- Richard D. Thedford Drafting
 B. S., M. S., East Texas State University
- Larry Joe Thomas Drafting
 A. A., Tyler Junior College; B. S., East Texas State University
- William L. Thomas Counselor
 B. S., East Texas State University
- Bryan E. Thompson Mid-Management
 B. B. A., Mississippi State University
- Sue Ellen Thompson Nursing
 B. S., Texas Woman's University; M. S. N., University of Texas at Arlington
- Chester C. Timbs Real Estate Management
 B. S., Louisiana Tech; J. D., Memphis State University
- Lee Ann Tkach Dental Hygiene
 A. A., Tyler Junior College
- Thomas Tooker Director of Counseling and Guidance
 B. A., University of Wichita; M. Ed., Texas A&M University
- Harold H. Trimble Petroleum Technology
- Merle Sue Trotter Electronic Data Processing
 B. S., East Texas State University
- Judith G. Turman English
 B. A., M. A., University of Texas - Austin
- Seymour Van Os Petroleum Technology
 B. S., Louisiana State University; M. Ed., Stephen F. Austin State University
- Eileen Vanderlee Business Administration
 B. S., Oklahoma State University; M. B. A., University of Chicago

FACULTY (Continued)

Floyd Wagstaff	Director of Athletics, and Physical Education
B. S., Stephen F. Austin State University; M. A., North Texas State University	
Pamela Waites	Dental Hygiene
B. S., Baylor University	
Mary Frances Waldrop	Chairman, Department of English
B. A., M. A., Austin College	
Cathy Walker	Business Administration
B. S., Texas Woman's University	
Charline H. Wallis	Art
B. A., M. A., Stephen F. Austin State University	
Mary Faye Ward	Business Administration
B. S., Texas Christian University	
Sylvia Ward	English
B. S., M. Ed., North Texas State University	
Julia Warren	Assistant Librarian
A. B., Wiley College; M. S., North Carolina College - Durham	
Nell F. Warren	Mid-Management
B. B. A., Sam Houston State University	
Linda Watkins	Sociology
B. A., University of Texas - Arlington; M. S., East Texas State University	
Joy M. Watson	Sociology
B. A., M. A., East Texas State University	
Stanley H. Watson	History
B. S., M. A., Stephen F. Austin State University	
John C. Weaver	Criminal Justice
B. S., Texas Eastern University	
Charles Lee West	Air Conditioning and Refrigeration
A. A., Tyler Junior College	
Steve Westhafer	Speech
B. S., M. S., East Texas State University	
John Richard Wheat	Mathematics
B. A., Stephen F. Austin State University; M. S., University of Mississippi	
Richard Whipple	Physics, Mathematics
B. S., M. S., University of Houston	
John R. White	Postal Management
A. S., Kilgore Junior College	
James David Wicks	Chemistry
B. S., M. A., Southwest Texas State College	
James M. Willbanks	Mid-Management
Frank R. Williams	Sociology
B. S., M. S., East Texas State University	
David Williamson	Bible
B. A., Asbury College; B. D., Southern Methodist University Perkins School of Theology	
George N. Wilson	Electronics
A. S., Tyler Junior College; B. S., Texas Eastern University	
Audrey J. Woods	Physical Education
B. S., Texas Southern University; M. Ed., East Texas State University	

FACULTY (Continued)

Fred Worthen	Real Estate Management
B. A., Stephen F. Austin State University	
Gladys M. Wylie.....	English
B. A., Rice University; M. A., Stephen F. Austin State University	
Jimmy D. Yancy	English
B. A., M. A., Stephen F. Austin State University	
Radiance Young.....	English
B. S., Sam Houston State University; M. A., George Peabody College	
Vivian Young.....	Nurse
Registered Nurse	
Linda K. Zeigler.....	Journalism
B. S., M. J., University of Texas at Austin	



GEORGE W. PIRTLE TECHNOLOGY CENTER

THE HISTORY AND DEVELOPMENT OF TYLER JUNIOR COLLEGE

The original Tyler Junior College was established in 1926 as a part of the Tyler Public School System. It operated under this plan with a small enrollment until September 1, 1946.

On November 13, 1945, the voters established a new, independent Tyler Junior College District, authorized a tax levy for the support of the college, and authorized a bond issue for the erection of a new college plant on its own campus, separating it from the public school system on September 1, 1946.

Since then the Tyler Junior College District has been enlarged and extended by ten neighboring school districts which voted to become a part of the College District for junior college purposes only. The present Tyler Junior College District is now composed of the following districts:

The Tyler Independent School District.

The Winona Consolidated Rural High School District No. 67.

The Chapel Hill Independent School District.

The Lindale Independent School District.

The Rice Consolidated Common School District No. 13.

The Dixie Rural High School District No. 5.

The Swan Consolidated Common School District No. 60.

The Pine Springs Common School District No. 48.

Flint Common School District No. 18.

Van Independent School District.

Grand Saline Independent School District.

The College is operated under statutory authority by its Board of Trustees, composed of nine members.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the College reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.

GENERAL INFORMATION

STATEMENT OF PURPOSE

Tyler Junior College recognizes the responsibility to offer educational opportunities at minimal cost to students varying in interests, aptitudes, talents, needs and goals. It offers equal opportunity to all students meeting admissions requirements. Specific objectives include the following:

Educational: To provide two years of fully transferable college credit courses designed to develop logical, creative, and objective thinking, and to stimulate intellectual curiosity by exposing students to the various academic disciplines;

To provide two-year technical programs in order to prepare students to gain occupational competency as technical personnel in industry, business, government, or as owner-operators of their own establishments;

To provide two-year programs in paramedical and other health professions to train students to meet the needs for personnel in the health related services of the community;

To provide programs of vocational education for employed adults who need additional training or re-training in order to increase occupational competency.

Cultural: To cultivate the knowledge and appreciation of human achievements in the arts and sciences by providing convocations, by offering elective and adult education courses that stimulate interest in the arts, and by encouraging students to participate in cultural activities.

Social: To encourage the exercise of friendliness and other social virtues by providing opportunities for students to gather at conveniently located students lounges and by offering a well-planned, diversified program of extra-curricular activities, planned and implemented by both the student body and the faculty.

Civic: To encourage effective student government in order to create in each student an intelligent interest in the governmental processes, and to prepare him for responsible citizenship. The community is also encouraged to use the facilities of the college.

Physical: To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health, and to stimulate interest in recreation and good sportsmanship.

ACCREDITING. Tyler Junior College is a member of the Southern Association of Colleges and Schools for the Southern States.

Membership in this accrediting association makes possible the transfer of credit for work done in Tyler Junior College to other colleges and universities.

Since colleges differ in their curricula, a student should secure the catalog of the institution to which he intends to transfer credit. Courses for his first two years should be planned in accordance with the degree plan of the institution to which he will transfer.

ADMISSION. Registration for the fall semester begins in June and continues daily throughout the summer. By this system the student is assured of thorough and leisurely counseling on degree plans and personal problems.

Students will avoid delay in registering by sending a transcript of credits from the high school or college last attended.

Admission to Tyler Junior College does not imply that all programs are open to all students. Allied health programs are limited because of facilities, and admission to any of these programs requires separate application directly to that program well in advance of the fall semester. Programs which require separate application include Dental Assisting, Dental Hygiene, Medical Laboratory Technology, Nursing, Radiologic Technology, Respiratory Therapy and Vocational Nursing.

Nondiscrimination. In the administration of its affairs, Tyler Junior College consistently pursues a policy of nondiscrimination based on race, color, religion, sex, physical handicap, or national origin. All groups operating under the jurisdiction of the Board of Trustees, including administration, faculty, staff, and students and all programs and activities sponsored by Tyler Junior College are governed by this policy of nondiscrimination.

Immunization Requirement

Under the statutes of the State of Texas as signed into law in 1971, students enrolling in Tyler Junior College must meet immunization requirements as follows:

1. Applicants for admission under 19 years of age must produce a certificate from a physician licensed by the Texas State Department of Health of immunization against poliomyelitis showing at least one dose since the fourth birthday.

2. All applicants for admission must produce a certificate from a physician licensed by the Texas State Department of Health giving the dates of immunization against diphtheria and tetanus showing that at least one dose was received within the past ten years.

Methods of Admission

Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, sex, physical handicap, or national origin.

1. Admission by Graduation from High School.

Graduation from a standard high school with at least fifteen units of high school credit, including three units in English, is required. The elective units must be chosen from the list approved by the Texas Education Agency.

2. Admission by Examination.

Mature students who are not graduates of a high school may absolve the deficiency by taking examinations.

3. Admission of Transfer Students.

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions.

A student seeking to transfer to Tyler Junior College must:

- a. Present a complete transcript, bearing impress of seal and signature of college official. The document should include the previous admission record and evidence of honorable dismissal.

- b. Continue on scholastic probation at Tyler Junior College if he has been placed on probation at another institution.

- c. Not seek to be admitted to Tyler Junior College if he is on enforced scholastic withdrawal from another institution. Residents of the Tyler Junior College District may apply to the Administrative Vice-President for special consideration.

Transfer students will have credit recognition to a maximum of forty-five semester hours toward an appropriate

Tyler Junior College degree on work averaging one grade point per semester hour on a three point system.

Such students may earn an appropriate Tyler Junior College degree by doing the last fifteen semester hours or more in Tyler Junior College with a C average.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admission.

A limited number of special adult students are admitted to evening classes upon individual approval.

5. Test Scores Admission Requirement.

All regular beginning freshmen students (including those with up to 15 semester hours) must submit scores of the American College Testing Program, or College Board. The scores are used for counseling and placement purposes.

It is the student's responsibility to see that these scores are reported to the Registrar well in advance of actual enrollment. Students who were not able to take the tests, however, are required to do so after arrival on the campus.

The American College Testing Program and College Board tests are scheduled at Tyler Junior College and other conveniently-located centers in Texas and elsewhere. A list of them will be found in the Student Information Bulletins of the testing services. Such information booklets and registration forms, as well as the 1980-81 testing dates, may be obtained from high school or college counselors or registrars.

Transfer students with less than fifteen semester hours of credit must submit scores from either the American College Testing Program or the College Board.

Registration and Withdrawal Regulations

Responsibility for Admission Requirements. The student himself is responsible for meeting all admission requirements including furnishing the necessary transcripts of his work. His failure to meet all requirements within a reasonable period of time after registration may cause him to be placed on non-credit status in all work for which he has been enrolled.

Late Registration. Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. With approval of the Administrative Vice-President a student may be permitted to enroll after the scheduled period, but a late registration fee of \$10.00 will be charged.

Adding and Changing Courses. After the beginning of classes, adding or changing of courses will be approved only for the most pressing of reasons such as change of degree plan, conflict of classes, etc. The final date for such changes is the last day of the first week of classes. Application for such changes is made in the Registrar's office.

Quantity of Work Rule. The standard amount of credit work for each student in the regular session is fifteen or sixteen hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawals. A student desiring to withdraw from school must submit a withdrawal petition to the Registrar's Office.

Attendance. Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Failure to do so is cause for dropping the student from the rolls.

Guidance and Counseling. The college offers an extensive program in testing, guidance and counseling, under the supervision of the Director of Guidance and Counseling.

Academic Probation. Students failing to make satisfactory progress in their scholastic programs will be placed on probation the following semester. Failure to remove the classification may call for academic suspension.

Satisfactory progress is defined as follows:

A student must maintain a 1.0 grade point average on all

work completed. Completed courses are those which receive grades of A, B, C, D, F, XF, or WF. A student who fails to achieve this average at the end of the first semester will be placed on scholastic probation and should be counseled to improve his academic standing.

Should a student be placed on scholastic probation at the end of the second semester, he will be counseled regarding developmental courses in order to develop the necessary scholastic skills. The successful completion of summer sessions will not count toward the removal of the scholastic probationary status.

Failure to remove the scholastic probation at the end of the third semester will result in academic suspension for one semester. A student on academic suspension may be readmitted in good standing provided that he completes twelve semester hours with a "C" average in the intervening summer term.

A student suspended for scholastic reasons may appeal his suspension to a special Admissions Committee. Extended probationary standing may be granted when the Committee is convinced that extenuating circumstances have been present.

Grades and Reports. Students or parents receive grade reports every nine weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Students' grades may be interpreted as follows:

A Excellent	X Official drop while passing before the end of the twelfth week of the current semester.
B Good	
C Average	
D Poor	XF Official drop while failing before the end of the twelfth week of the current semester, or an unofficial drop for lack of attendance.
F Failure	
I Incomplete*	W Official withdrawal from college while passing.
	WF Official withdrawal from college while failing

*An incomplete must be made up within the following semester or the grade will be changed to F.

Honor Roll. To promote high standards of scholarship, the college has established the Honor Roll, which is published at the end of each semester. The grade of "A" carries three honor points per semester hour; the grade of "B" carries two; and the grade of "C" carries one per semester hour. To qualify for the Honor Roll, a student must complete a minimum of 12 semester hours, and have a 2.3 grade point average with no D's, F's, or XF's.

Graduating With Honors. To graduate with honors at the completion of 60 semester hours of work, the student will need to accumulate honor points on all hours completed, as follows:

Highest Honors	—	3.0 grade point average
High Honors	—	2.6 grade point average
Honors	—	2.3 grade point average

Numbering of Courses. One semester hour represents one class hour per week for four and a half months; for example, one course meeting three hours a week for nine months carries credit of six semester hours.

Courses are numbered as follows (except in nursing): The first digit of the number indicates the college year in which the course is taken; the second digit in the number indicates the semester of the year in which the course is taken; the final digit indicates the credit value of the course in semester hours; thus, English 123 indicates that the course is the first year, second semester English with a credit value of three semester hours.

All descriptive titles of courses are followed by two numbers in parenthesis. The first of these numbers gives the number of class hours each week while the second number gives the number of hours of laboratory each week. For example, the notation (3-2) indicates that a course has three hours of class meetings and two hours of laboratory weekly.

Four-digit numbers (8023) placed with technology programs, and six-digit numbers (011201) placed with academic courses are approval numbers assigned by state agencies.

Transfer to Other Institutions. Since colleges differ in their curricula, a student should secure the catalog of the institution to which he intends to transfer credit. Courses for his first two years should be planned in accordance with the degree plan of the institution to which he will transfer.

Student Load. A student may enroll in one or more courses. A standard load is considered to be five solid courses (3 or 4

semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission.

Records and Transcripts. Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading, or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without the written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974, (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this Act is available for review in the Office of the Registrar.

Area in which student records are maintained:

1. Academic records
Registrar's Office, Continuing Education Office and Faculty Offices
2. Placement and testing records
Counseling Center
3. Financial records
Business Office and Financial Aids Office
4. Medical records
College Nurse Office

Review of Record. Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records, and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Request for a transcript of academic records should be addressed to the Office of the Registrar. Transcripts requests will not be accepted by telephone. The first transcript will be issued without charge. A \$1 fee must accompany each additional request. Transcripts will not be issued to students who have not met all their obligations to Tyler Junior College.

Challenge to Accuracy of Record-Keeping. Any student who

desires to challenge the accuracy of his/her record should follow the procedure outlined below:

Informal Review: Follow the procedure as outlined for Review of Record. Official will summarize action taken on Review Request form. This should be signed and dated by review official and maintained with student's record.

Formal Review: If the Informal Review does not clarify the question of accuracy of record-keeping, the student may request a Formal Review. An administrative vice-president will chair and appoint a committee to hear challenges concerning these records.

General Information. This is information which may be released to the general public without the written consent of the student. A request for general information should be written and will not be accepted by telephone. A student may request that all or any part of the general information be withheld from the public by making written request to the Registrar's Office during the first 12 class days of a fall or spring semester, or the first four class days of a summer term. This request will apply only to the current enrollment period. The following information is to be included as general information:

name; date and place of birth; current and permanent address; telephone listing; major and minor; current class schedule; number of hours enrolled in current semester; classification; marital status; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; all previous educational agencies or institutions attended.

Student Consumer Information. Information not found in this catalog regarding Tyler Junior College may be found in the Office of the Director of Student Activities.

Graduation, Degrees and Certificates

The college awards the Associate degree in the fields of liberal arts, applied arts, business administration, engineering, and science to those who complete the requirements as set forth for the particular degree desired and who make proper application to the Registrar for that degree.

For graduation transfer students must maintain a C average on all work attempted at Tyler Junior College.

For graduation the last fifteen semester hours must be completed in Tyler Junior College.

Students who graduate are required to attend the commencement exercises unless excused.

Associate in Arts Degree. Students who complete specified liberal arts or pre-professional requirements for graduation receive the Associate in Arts Degree. Students must complete sixty semester hours of work (exclusive of physical training) with an average grade of at least C.

The sixty semester hours should include twelve hours in English, six in United States History, six in government, and at least fifteen hours of Sophomore rank; however, the degree will be granted to any student completing any required sixty hours of a baccalaureate degree plan, provided Government 213-223, English 113-123, United States History 213-223, Psychology 111, and the required physical training, are included and the general average is at least C.

Associate in Business Administration Degree. The degree of Associate in Business Administration is conferred upon students who complete with a C average programs in the secretarial studies as outlined in this catalogue.

Associate in Science Degree. The degree of Associate in Science is conferred upon students who complete the required courses in Registered Nursing or Dental Hygiene as outlined in this catalog.

Associate in Applied Science Degree. This degree is granted to students who complete with a minimum of a C average programs in Medical Laboratory Technician, Radiologic Technology, Respiratory Therapy, Air Conditioning and Refrigeration, Bank Management, Drafting, Data Processing Programmer, Electronics, Farm and Ranch Management, Fashion Merchandising, Fire Protection Technology, Graphic Communications, Hearing Aid Specialist Technology, Criminal Justice, Mid-Management, Nursing Home Administration, Ophthalmic Technician and Dispensing, Ornamental Horticulture Technology, Petroleum Technology, Postal Management, Real Estate Management, Recreation Leadership, Sports Facilities Management (Tennis), or Surveying as outlined in this catalog.

Allied Health students must maintain a C average in their major in addition to maintaining an over-all C average of all required work to graduate.

Proficiency Certificates. Students completing with a minimum of a C average all applied courses in a specific degree plan, with the exception of allied health degree plans, are awarded certificates of proficiency without the completion of liberal arts courses.

Physical Education Requirements. Participation in physical education activity is required of all freshmen in Tyler Junior College. However, most degree plans require two years of such courses and most students elect to meet this requirement in Tyler Junior College.

Substitution of participation in the Apache Band or Belles or intercollegiate athletic squad training during the season of the sport is allowed.

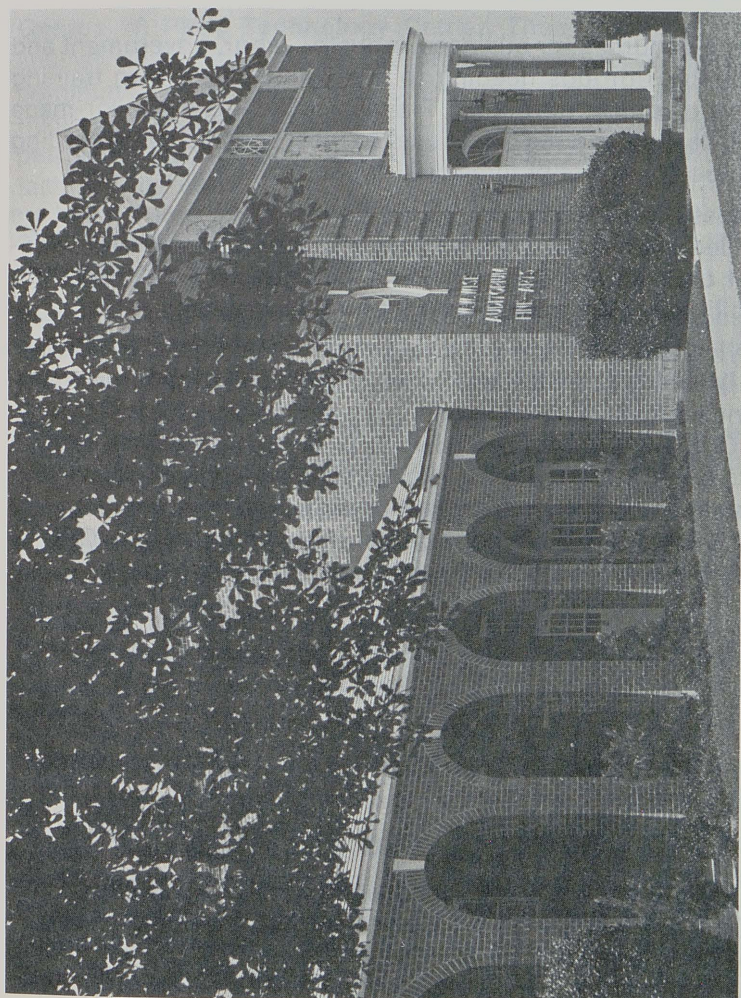
Psychology 111 Requirement. Any student who has not been a full-time student at Tyler Junior College for one long semester will be required to enroll in and complete the college orientation class. The only students exempt from this requirement are those transferring from an accredited college with at least one full semester of college credit as a full-time student (15 hours transferred.).

CONTINUING EDUCATION

In accordance with its stated objectives, Tyler Junior College offers a large variety of educational courses, credit or credit-free, specifically provided for adult citizens who desire to improve their technical, professional, cultural or social learning beyond their present level of education. The purpose of this continuing education program is to provide learning opportunities for life. Most classes are designed to provide opportunities for individuals to continue in the academic or technical areas, but students may enroll in classes for creative activity, cultural endeavor, or recreational activity.

Basically, Continuing Education programs are designed to provide:

- (1) Adult Vocational Education for individuals wanting to upgrade their present skills or learn new skills enabling them to explore new occupational fields.



WISE AUDITORIUM

(2) Community Service for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies as well as entertainment and recreation through providing opportunities to explore new activities for personal growth and enjoyment.

(3) Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or in the evening and are provided when a sufficient number of students are enrolled. Non-credit courses are open to interested adults without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to adults who participate in approved, noncredit continuing education activities administered by Tyler Junior College. One Continuing Education Unit (CEU) is equal to ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. In no instance should the award of CEU be equated with college credit applicable toward a degree.

For further information concerning Continuing Education Programs, contact the Director of Continuing Education at 597-1536.

Buildings and Facilities

Tyler Junior College occupies a 76-acre campus upon which many modern buildings, primarily of colonial architecture, have been erected.

H. E. Jenkins Hall. Many of the academic classes are held in this building and in it also are located the business offices, laboratories, and various special rooms.

Potter Hall. This modern building includes offices, classrooms, laboratories and special facilities.

*Rates are subject to change.

Wise Auditorium - Fine Arts Building. This building, erected from the proceeds of a bond issue and a substantial gift from the Hon. Watson W. Wise, includes an auditorium of surpassing beauty, in addition to special rooms for music, art, drama, and speech arts.

George W. Pirtle Technology Center. These buildings include special classrooms and laboratories for instruction in graphic communications, air conditioning and refrigeration, dental hygiene, drafting, electronics, electronic data processing, petroleum technology, photography, surveying, and other technical courses.

Maintenance Building. This building contains the various maintenance and utility facilities.

Student Center Building. The College Bookstore, Snack Bar, student life offices, student recreational facilities, student lounges, and College Dining Hall are housed in this building.

Brady P. Gentry Gymnasium. This gymnasium is used for women's physical education and Apache Belle rehearsals.

Floyd Wagstaff Gymnasium. This building provides modern facilities for a thorough program in physical fitness and for athletic activities as well as general programs. It has a seating capacity of 3000.

Hudnall Planetarium. This building houses one of the largest planetariums in Texas as well as special facilities for space education.

Powell Building. This building provides classrooms, laboratories, offices, and other facilities for instruction in the allied health occupations and in Recreation Leadership.

Aleck Genecov Science and Arts Building. This building opened in the Fall of 1975 and provides facilities for laboratory sciences, art classes, and a band hall, as well as offices for the teachers of those subject areas.

Edgar H. Vaughn Memorial Library. This learning resources center houses the Library; a complete Audio Visual Aids department with production facilities, both audio and video; and an ultra-modern computer controlled dial-access information retrieval center. Two hundred electronically equipped study carrels provide the student with instant audio and/or video channels to basic or enrichment information in his

courses.

An excellent reference library consisting of more than 44,000 volumes is housed in the learning resources center. A competent staff of service librarians constantly seek to help the student in his use of this facility.

The Tyler Museum of Art. This beautiful structure of latest museum design is operated through the cooperation of the Junior League of Tyler and Tyler Junior College.

Bonna Bess Vaughn Conservatory. A large fully-equipped greenhouse-conservatory with a reception area, two classrooms, and two offices.

The Watson and Emma Wise Cultural Arts Center. Scheduled to open in the Fall of 1980, this facility will house the department of music and of speech and drama. Offices, classrooms, practice rooms, and performance facilities are all included in this building.

Student Housing

Reservations. Students wishing to make dormitory reservations should write to the Dormitory Director, Tyler Junior College, requesting an official application blank for this purpose. It must be accompanied by a deposit of \$150.00 for college dormitories and private dormitories.

Students will be notified by mail of the date upon which they should arrive and the supplies which they should bring.

Students accepting college dormitory housing must agree to occupy it for at least one academic year.

Dining Hall. Students living in the dormitories are permitted to take their meals in the College Dining Hall.

Dormitories. Three college-owned modern air-conditioned dormitories for men and three for women are maintained. In addition, two private dormitories for women adjoin the campus. Tyler Junior College cooperates with these privately owned and privately operated dormitories.

Lillye Mae Vaughn Hall. This women's residence hall was erected in 1958 and furnished through the generosity of Dr. and Mrs. Edgar H. Vaughn. It accommodates 48 women.

Lois Holley Hall. This dormitory, completed in 1969 and named in memory of Mrs. Lois Holley, houses 64 women.

Sledge Hall. This dormitory, completed in 1977 and named in memory of Mr. and Mrs. A. F. Sledge, houses 72 women.

Claridge Hall. This privately owned dormitory for 90 women is operated under the same regulations and general supervision of Tyler Junior College.

Bateman Hall. This privately owned dormitory for 166 women is operated under the same regulations and general supervision of Tyler Junior College.

East Hall. 32 men are accommodated in this dormitory.

Center Hall. Facilities for 48 men are provided.

West Hall. Facilities for 48 men are provided.

Inspection of Facilities. In the interest of the enforcement of rules and regulations, Tyler Junior College reserves the right to inspect student housing at any time.

DORMITORY RATES*

Holley (Women), Vaughn (Women), Sledge (Women), Center (Men), and West Halls (Men)

The room rent is \$300.00 per semester, payable in advance. For a confirmed reservation, a \$150.00 payment must be submitted with the application. The balance of \$150.00 for the room rent is payable upon moving into the dormitory.

Claridge Hall (Women), Bateman Hall (Women)

Privately owned and privately operated, these two dormitories are adjacent to the campus and operated under College regulations. The room rent is \$350.00 per semester. For a confirmed reservation, a \$150.00 payment must accompany the application. The balance of \$200.00 for the room rent is payable upon moving into the dormitory.

Due to fire hazard, cooking devices are not allowed in the dormitory rooms. Small refrigerators will be allowed in all dormitories.

DINING HALL ARRANGEMENTS*

The cafeteria food service offers three different food plans to meet the needs of a variety of different life styles at Tyler Junior College.

20 Meal Plan.

15 Meal Plan.

10 Meal Plan.

All plans are available seven days a week.

Meal tickets may be purchased by any student enrolled in Tyler Junior College.

Thanksgiving Holidays. All dormitories will close Wednesday, November 26, 1980. They will reopen Sunday, November 30, 1980.

The dining hall will close following the noon meal Wednesday, November 26, 1980. It will reopen for breakfast Monday, December 1, 1980.

Christmas Holidays. The dormitories will close Friday, December 19, 1980. They will reopen Sunday, January 11, 1981.

The dining hall will close following the noon meal Friday, December 19, 1980. It will reopen for breakfast Monday, January 12, 1981.

Spring Holidays. The dormitories will close Friday, March 20, 1981. They will reopen Sunday, March 29, 1981.

The dining hall will close following the noon meal Friday, March 20, 1981. It will reopen for breakfast Monday, March 30, 1981.

Easter Holidays. The dormitories will close Thursday, April 16, 1981. They will reopen Monday, April 20, 1981.

The dining hall will close following the noon meal Thursday, April 16, 1981. It will reopen for breakfast Tuesday, April 21, 1981.

Tuition and Fees

Tuition rates in Tyler Junior College are low, since the college is partially supported by the State of Texas. Tuition is due in full at the beginning of the semester. Any other plan

must be by special arrangement with the Business Manager. An additional fee of \$10.00 is charged for late registration — enrollment after the regularly scheduled registration days.

Tuition, fees, and other expenses are subject to change by vote of the Tyler Junior College Board of Trustees.

Residents of the TJC District

Tuition: \$4.00 per semester hour with a minimum total tuition charge of \$25.00

Texas Residents from outside of the TJC District

Tuition: \$4.00 per semester hour with a minimum total tuition charge of \$25.00

Surcharge fee: \$3.00 per semester hour

Non-Texas Residents

Students whose residence is outside the State of Texas, and who are thereby classified as non-resident students according to the definition provided by the statutes of the State of Texas, are charged a special non-resident tuition rate.

Tuition: \$25.00 per semester hour to a maximum of \$200.00

Surcharge fee: \$3.00 per semester hour.

Students classified as aliens are charged the following rates.

Tuition: \$40.00 per semester hour

Surcharge fee: \$3.00 per semester hour.

Special Fees:

1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of \$2.00 in each natural science or home economics course.

2. A fee of \$10 is paid by students at the time of graduation.

3. Music fees per semester — Individual lessons

	One 30 - Min. Lesson Per Week	Two 30 - Min. Lessons Per Week
Piano	\$50.00	\$75.00
Voice	50.00	75.00
Violin, Violoncello	50.00	75.00
Guitar.....	50.00	75.00

Woodwind Instrument	50.00	75.00
Brass Instrument	50.00	75.00

Practice Room (four hours per week) \$4.00

1979 - 1980 TUITION SCHEDULE

RESIDENTS OF TEXAS

Semester Hours	Residents of the Tyler Junior College District		Out of District Residents of Texas	
	Total tuition	Tuition	Surcharge Fee \$3.00 Per Hour	Total
1	\$25.00	\$25.00	3.00	28.00
2	25.00	25.00	6.00	31.00
3	25.00	25.00	9.00	34.00
4	25.00	25.00	12.00	37.00
5	25.00	25.00	15.00	40.00
6	25.00	25.00	18.00	43.00
7	28.00	28.00	21.00	49.00
8	32.00	32.00	24.00	56.00
9	36.00	36.00	27.00	63.00
10	40.00	40.00	30.00	70.00
11	44.00	44.00	33.00	77.00
12	48.00	48.00	36.00	84.00
13	52.00	52.00	39.00	91.00
14	56.00	56.00	42.00	98.00
15	60.00	60.00	45.00	105.00
16	64.00	64.00	48.00	112.00
17	68.00	68.00	51.00	119.00
18	72.00	72.00	54.00	126.00
19	76.00	76.00	57.00	133.00
20	80.00	80.00	60.00	140.00
21	84.00	84.00	63.00	147.00

1979 - 1980 TUITION SCHEDULE

NON-RESIDENTS OF TEXAS

Out of State Students

Semester Hours	Tuition	Surcharge Fee \$3.00 Per Hour	Total
1	\$25.00	\$ 3.00	\$28.00
2	50.00	6.00	56.00

3	75.00	9.00	84.00
4	100.00	12.00	112.00
5	125.00	15.00	140.00
6	150.00	18.00	168.00
7	175.00	21.00	196.00
8	200.00	24.00	224.00
9	200.00	27.00	227.00
10	200.00	30.00	230.00
11	200.00	33.00	233.00
12	200.00	36.00	236.00
13	200.00	39.00	239.00
14	200.00	42.00	242.00
15	200.00	45.00	245.00
16	200.00	48.00	248.00
17	200.00	51.00	251.00
18	200.00	54.00	254.00
19	200.00	57.00	257.00
20	200.00	60.00	260.00
21	200.00	63.00	263.00

ALIEN STUDENTS

Semester Hours	Tuition	Surcharge Fee \$3.00 Per Hour	Total
1	\$ 40.00	\$ 3.00	\$ 43.00
2	80.00	6.00	86.00
3	120.00	9.00	129.00
4	160.00	12.00	172.00
5	200.00	15.00	215.00
6	240.00	18.00	258.00
7	280.00	21.00	301.00
8	320.00	24.00	344.00
9	360.00	27.00	387.00
10	400.00	30.00	430.00
11	440.00	33.00	473.00
12	480.00	36.00	516.00
13	520.00	39.00	559.00
14	560.00	42.00	602.00
15	600.00	45.00	645.00
16	640.00	48.00	688.00
17	680.00	51.00	731.00
18	720.00	54.00	774.00
19	760.00	57.00	817.00
20	800.00	60.00	860.00
21	840.00	63.00	903.00

Refund Policy:

No refund of tuition or fees will be made except to students who withdraw from the College during the first week of regular semester.

Qualified applicants will be subject to a 20 per cent tuition charge.

To qualify for the refund, the applicant must have withdrawn by completing proper forms in the Registrar's Office.

No refund of tuition or fees is made to students who drop courses or who make changes after enrolling.

Student Financial Aid

APPLICATION PROCEDURES

Applicants for financial assistance should complete the following requirements:

1. Apply and be admitted to Tyler Junior College. No financial assistance will be awarded until the student has been accepted for admission.
2. Complete and file an application for Financial Assistance with the Financial Aids officer.
3. Complete and file the necessary information concerning financial resources. In addition:
 - a. All Students eligible to apply for the Basic Educational Opportunity Grant **must** submit their Student Eligibility Report to the Financial Aids Officer prior to his calculating or awarding any student financial aid.
 - b. All students applying for assistance must complete the Tyler Junior College application for Financial Aid.
 - c. All applicants should furnish a copy of current Federal Income Tax Return.
 - d. All applicants must be interviewed by the Financial Aid Officer prior to granting of aid.
4. Special Applications, along with the institutional application, are required for students who apply for Guaranteed Loans and Law Enforcement Educational Grants.
5. Provide the Financial Aids Office with a student copy of applicant's transcript.

Since each application for aid must be checked and the amount of aid determined, it is essential that the **application**

and ALL supporting documents be in the hands of the Student Financial Aids Officer **as soon as possible prior to actual registration.**

REVOCATION OF AID

The Officer of Financial Aid reserves the right to review and revoke aid awarded if applicant:

1. Falsifies information reported.
2. Misuses funds awarded.
3. Experiences positive changes in his/her family's financial situation.
4. Is in default on any previous aid program.
5. Fails to make satisfactory progress.

PROGRAM DESCRIPTIONS

Workships and Scholarships. Tyler Junior College has a limited number of workships and scholarships that are available whereby deserving students may earn their tuition. There are no workships or scholarships available for room, board, and other expenses.

Texas Public Educational Grant. In an effort to assist students with a demonstrated need meet the cost of their tuition, Tyler Junior College may award a grant for the cost of tuition. Applications and supporting documents should be submitted 30 days prior to the award date of the grant.

Guaranteed Student Loan Program. Students are eligible to receive as much as \$2,500 each academic year. Application for the loan is made through a private lending institution.

Short-Term Loans. The Office of Financial Aid will award emergency loans to students with crisis needs **for tuition only.**

Pinkerton - Wilkinson Memorial. This memorial loan fund is used for worthy educational needs at Tyler Junior College in the Dental Hygiene Department.

The Basic Educational Opportunity Grant Program. This is a Federal aid program designed to provide financial assistance to those who demonstrate a financial need to attend post-high school educational institutions. Please submit the Student Eligibility Report at least 30 days in advance of registration to insure timely payment of award.

Veterans' G. I. Bill of Rights. Tyler Junior College is approved for veterans training.

Mrs. Leota Martin is the Veteran's Counselor. Veterans may see her or phone her for information and assistance in applying for benefits.

Veteran Dependency Aid. The federal government has set up provisions in Public Law 634 whereby certain veteran dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service connected disability may find themselves eligible.

Vocational Rehabilitation. The Texas Rehabilitation Commission offers assistance for tuition and non-refundable fees to students who have certain disabling conditions provided their vocational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the handicapped student to become employable. Application for such service should be made at

Texas Rehabilitation Commission
Tyler District Office
2515 South Broadway
Tyler, Texas 75703.

Other Federal and State Programs. Most of the following programs have been in existence for a number of years and need no introduction. Tyler Junior College will make every effort to help the student who qualifies for these grants or benefits.

1. Blind, deaf students
2. Children of prisoners of war or persons missing in action
3. Firemen enrolled in Fire Protection Technology courses.

All inquiries concerning Student Aid should be addressed to:

Student Financial Aid Director
Tyler Junior College
Tyler, Texas 75701

Student Awards and Scholarships

The Honor Graduate Scholarship. The highest honor graduate of any affiliated high school is given a scholarship covering his tuition. This scholarship must be used within one year from the date of graduation.

The A. A. U. W. Women's Graduate Scholarship. The Tyler Branch of the American Association of University Women has established an annual scholarship of \$400 to be awarded to a woman graduate. The scholarship is awarded on the basis of scholarship, character, and need and is to be used for tuition and fees at the senior institution chosen by the student. The grantee is chosen by a scholarship committee of the A. A. U. W. from a list of three nominees by the college.

Paul Adams Art Award. An annual \$200 scholarship awarded to an outstanding art student chosen by the faculty of the Art Department of Tyler Junior College.

The Alpha Delta Kappa Scholarship. The Tyler Teachers Honorary Sorority Alpha Delta Kappa has established an annual tuition scholarship for a student who plans to become a teacher. The scholarship is granted on the basis of ability and prospective success in the field.

The American Lung Association Scholarship. The Northeast Texas Area of the American Lung Association of Texas has established a \$200 annual scholarship to a Respiratory Therapy student completing the freshman year. The scholarship is for tuition and books during the sophomore year at Tyler Junior College. Selection is by the association from applications submitted prior to January 25 of the students' freshman year.

The Apache Belle Alumnae Scholarship. The Apache Belle Alumnae Association has established a \$120.00 scholarship to be granted to an Apache Belle member. The organization, in cooperation with the Apache Belle sponsor chooses the recipient.

ARCO Oil and Gas Company Affirmative Action Scholarship East Texas District. The ARCO Oil and Gas Company has established a \$300 annual scholarship to be granted to a worthy minority student enrolled in Tyler Junior College. The scholarship is granted on the basis of ability and need. The recipient is chosen by the Tyler Junior College Scholarship Committee and the ARCO Oil and Gas Company. ARCO Oil and Gas Company is a Division of Atlantic Richfield Company.

The Art Merit Award. The Junior League of Tyler has established a \$100 annual award to be granted to the student showing the greatest achievement in the field of art.

The T. B. Butler Journalism Key. The T. B. Butler Publishing Company of Tyler annually presents a gold key to the outstanding journalism sophomore of the college. The T. B. Butler Key



carries a summer internship with the Tyler Courier-Times or the Tyler Morning-Telegraph.

The Journalism Ex-Students Award. The Journalism Ex-Student Association annually awards a cash scholarship to an outstanding freshman majoring in journalism.

The George L. Carmichael Memorial Geology Scholarship. An annual scholarship of \$150 to be awarded to an outstanding geology student at Tyler Junior College. This award was established by the parents of Mickie Carmichael.

The Cedars of Lebanon Auxillary Scholarship. An annual \$200 scholarship is awarded to a Robert E. Lee High School graduate planning to attend Tyler Junior College. The recipient is chosen by a high school counselor based on the student's desire for a college education, academic average for 3 years, initiative and a desire to serve others.

The Celedonio Romero Guitar Scholarship. An annual award to provide private guitar lessons to an outstanding music student at Tyler Junior College. This award was established to honor an outstanding guitar teacher, Celedonio Romero, by one of his students, Frank Kimlicko.

The Bess Corbett Memorial Scholarship. This \$200 scholarship is awarded to a freshman majoring in Behavioral Science with a B or better average. The recipient is chosen by TJC counselors and must be a state resident.

The D. A. R. Scholarship. The Mary Tyler Chapter of the Daughters of the American Revolution awards a \$100 scholarship annually to an outstanding woman student who is completing her freshman year.

The Robert Thomas Dawson Memorial Scholarships. Two scholarships are funded annually by Alma Malinda Flannery Dawson, wife of the late Robert Thomas Dawson. One scholarship provides \$150 to the Outstanding Female Physical Education major as selected by the women's P. E. instructors. The second scholarship goes to the most outstanding female freshman player on the Tyler Junior College basketball team and provides an engraved trophy and a cash award.

The Delta Kappa Gamma Society Scholarship. The four Smith County Chapters of this honorary society for women educators has established an annual scholarship of \$150 to be awarded to an outstanding Tyler Junior College woman graduate who is majoring in some area of education. The recipient is discretely selected by the four chairmen of the Committees of

Professional Affairs of the Delta Kappa Gamma Society.

The Delta Upsilon Fraternity Scholarship. An annual scholarship of \$100 awarded to a student based on scholastic ability and financial need. The recipient is chosen by the Tyler Junior College Scholarship Committee.

The Downtowner's Business and Professional Women's Club Scholarship. An annual scholarship of \$150 awarded to an outstanding female high school senior who plans to attend Tyler Junior College. Selection is made by a committee within the club.

The E. A. Ellison Memorial Scholarship. This scholarship was established to honor the late E. A. Ellison by his wife. Each year two \$250 scholarships are awarded to students in petroleum related programs. Scholarship recipients are selected by the TJC Scholarship Committee.

The East Texas Petroleum Wives Scholarship. The East Texas Petroleum Wives each year awards tuition scholarships to graduates of Tyler high schools. The club selects the recipient.

The En Avant Club Scholarship. The En Avant Club, a group of civic-minded ladies annually provides a \$200 scholarship to a deserving young woman.

The R. W. Fair Foundation Music Scholarships. The R. W. Fair Foundation annually provides several music scholarships to students of superior talent.

The Wilton Fair Endowment. Mr. and Mrs. Wilton Fair have established an endowment which is used each year for scholarships and similar purposes.

This endowment consists of the revenue from certain valuable oil properties deeded to the College. Mr. Fair was a former member of the Board of Trustees of Tyler Junior College and one of its most active supporters, and Mrs. Fair established this fund in 1952.

The George Foltz Memorial Basketball Award. An annual award of \$250 to an outstanding graduating basketball player for Tyler Junior College. Selection is made by the Tyler Junior College basketball coaching staff.

The I. L. Friedman Scholarship. An annual \$200 award to a student completing his or her freshman year at Tyler Junior College, and having exhibited a sense of seriousness about his or her future field or career while demonstrating excellence in academic studies, and active in school affairs. The scholarship is provided to honor I. L. Friedman, Administrative Vice-

President of Tyler Junior College, for his continuing interest in academic excellence.

The Gilley - Swift Engineering Scholarship. An annual award of \$1000 to a pre-engineering student completing his freshman year. The scholarship was established by Jerry G. Gilley and Steven G. Swift, two engineers who were Howe-Baker Scholarship recipients as students in Tyler Junior College.

The Isadore Golenternek Scholarship. This \$150 scholarship was established by a local businessman and is awarded annually to a student needing financial assistance.

The Celia Golenternek Goldstucker, Philip and Hyman Golenternek Memorial Scholarship. An annual memorial scholarship, established by a local businessman, which provides tuition for two semesters to a student selected by the scholarship committee.

The Sarah H. and Alexander Golenternek Memorial Scholarships. Two tuition scholarships to be awarded to students on the basis of financial need and academic achievement.

The Granberry Pre-Dental Scholarship. Dr. James H. Granberry, an alumnus of Tyler Junior College, has established an annual scholarship covering tuition, fees, and books for a pre-dental student. The scholarship is granted at the end of the freshman year to such a student demonstrating high ability and need.

The Greater Texas Eastern Chapter of March of Dimes Scholarship. This \$500 scholarship is awarded annually to a student majoring in nursing or other related health field for one year's tuition. The recipient is chosen by a faculty committee.

The Averille Greenhaw Home Economics Scholarship. An annual scholarship for a second year student majoring in Home Economics. The recipient is selected on the basis of character, ability and need.

Mrs. Etta Golenternek Gross Memorial Scholarship. An annual scholarship provided by the Golenternek family to a deserving student selected by the Tyler Junior College Scholarship Committee.

Louis and Skeet Hanssen Electronic Award. Mr. and Mrs. Hanssen have established a \$200 annual scholarship to a student majoring in electronics. The student is selected by the electronics faculty.

The J. C. Henderson Memorial Scholarship. This scholarship was initiated by an anonymous donor to honor J. C. Henderson who was a highly respected science instructor for many years at Tyler Junior College. The \$120 annual award is given to an outstanding freshman science major.

The Marguerite Hercules Scholarship. An endowed annual scholarship to honor a former society editor for the Tyler Courier Times Telegraph. The award is presented to a journalism major at Tyler Junior College.

The Charles Herrington Memorial Scholarship. An annual \$120 scholarship to a deserving student selected by the Tyler Junior College Scholarship Committee.

The E. Fred Herschbach German Language Award. Because of his interest in the German language studies in Tyler Junior College, Mr. E. Fred Herschbach, Sr. of Tyler established an endowment, the income from which annually provides a plaque and cash award to the outstanding second year student of German.

The Home Builders Association Scholarship. The Tyler Home Builders' Association annually awards a \$250 scholarship to a boy pursuing a career in a field related to the home building profession. The recipient is chosen by a committee within the organization from names submitted by the scholarship committee at Tyler Junior College.

The Howe-Baker Engineers, Inc. Scholarship. An annual scholarship of \$750 is presented to an outstanding engineering student at Tyler Junior College. The scholarship is \$250 for each of three semesters, and a part-time working arrangement is optional with the student and Howe-Baker Engineers, Inc.

The Lillie Jiles Scholarships. Two annual scholarships, one to a white student and one to a black student, established by Mrs. Jiles to promote better race relations. The recipients are selected on the basis of scholarship, citizenship, and economic need. The recipient should indicate a desire to stay and work in the Tyler and East Texas area after formal education is completed.

The John Tyler High School Rodeo Club Scholarship. The Rodeo Club of John Tyler High School has established a \$150 scholarship to an outstanding member of that organization who plans to attend Tyler Junior College. Applicants should apply to the president of the John Tyler Rodeo Club.

The John Tyler Parent-Teacher Association Scholarship. A John Tyler graduate whose parent has been a member of the Parent-Teacher Association is eligible for the John Tyler Parent-Teacher Association Scholarship on the basis of ability and need.

The recipient is eligible to receive \$100 per year for the two-year junior college period. Application may be made through the high school counselor.

The Junior Symphony League Scholarship. This annual \$250 scholarship is awarded to an outstanding music student. The recipient is chosen by the Junior Symphony League in cooperation with the Chairman of the Department of Music.

The Bob Kinsey Electronics Award. An annual award of \$250 to an outstanding electronics major at Tyler Junior College. This award was established by Bob's Music and Cigarette Vending Service of Tyler. Selection of the recipient is accomplished by the electronics faculty.

The LVN Association Award. An annual scholarship awarded by the LVN Association #19 of Tyler to a student in LVN training at Tyler Junior College. The student is selected by the association.

La Primavera - Tyler Junior College Art Club Scholarship. The Tyler Junior College La Primavera Art Club established a \$150 per year award to an outstanding art student on a semester basis. The recipient is selected by a committee made up of members of the organization.

The Las Mascaras/Dr. Jean Speller Browne Award. The Las Mascaras Dramatic Fraternity (Delta Psi Omega) and the Tyler Junior College Speech and Drama Department faculty annually presents a \$100 scholarship accompanied by a plaque in honor of Dr. Jean Browne, chairman of the Tyler Junior College Speech and Drama Department. The award is given to a deserving student for excellence in speech and dramatic communications.

The Asa Lockhart Scholarship. Dr. Asa Lockhart of Tyler has established a scholarship in the amount of \$200. The recipient must have reached sophomore standing and be selected on the basis of character, ability, and need.

The Mental Health Association of Tyler Scholarship. Each year this organization awards a \$100 scholarship to a student who plans to pursue one of the mental health fields. The recipient is

chosen by nomination of the Behavioral Science Department.

The Mitchell-Exxon Surveying Scholarship. Mr. H. P. Mitchell, a local Registered Public Surveyor, and the Exxon USA Foundation have established this \$400 annual scholarship for a second-year student in the Department of Surveying. The recipient is chosen by the Instructor of Surveying based on the student's scholastic achievement during the freshman year, and on need for financial assistance during the sophomore year.

The Optimists' Club Scholarships. The Optimists' Club of Tyler has established an endowment fund from which the income is used for scholarships for a son or daughter of a member of the Tyler Police Department, the Tyler Fire Department, the Smith County Sheriff's Department, or a member of those departments.

The Dick Parks Memorial Electronics Award. Mr. Ray Woodsey Parks has established a \$100 scholarship to an electronics major at Tyler Junior College. The recipient is selected by the electronics faculty.

The Esther G. Parks Memorial Scholarship. An annual scholarship of \$100 to an outstanding art student at Tyler Junior College. This award was established by Ray Woodsey Parks in honor of Esther G. Parks.

The P. C. Pinkerton Memorial Scholarship. An annual scholarship awarded on the basis of academic achievement, personal character and need of the student. It is in the amount of \$200 for one school year. This scholarship is a memorial to Judge P. C. Pinkerton, former president of the TJC Board of Trustees.

The El Freda Taylor Pirtle Scholarship. An annual scholarship of \$1000 awarded to an outstanding graduating sophomore student who intends to further his or her education.

The George W. Pirtle Technology Scholarships. Several scholarships are awarded annually to outstanding students presently completing their freshman year in a two-year technology program at Tyler Junior College. Mr. George W. Pirtle has established these scholarships to encourage technical studies at Tyler Junior College.

The Pirtle Scholarship in Science and Engineering. Through the generosity of Mr. and Mrs. George Pirtle, an annual scholarship of \$500 is bestowed upon a graduating student majoring in engineering or a physical science.

The Polson - Johnson Surveying Scholarships. Mr. Robert Polson, a local Registered Public Surveyor (Retired), turned over a vast accumulation of surveying data and maps to Mr. Harry L. Johnson, a local Registered Public Surveyor (Active). By mutual agreement, when use of this information generates profit, a certain percent goes into the surveying scholarship fund. The number of scholarships awarded and the amount of each will vary from year to year depending on the amount in the fund.

Religious Studies Scholarship. The Floradora Garden Club of Tyler awards a \$100 scholarship to a Tyler Junior College student majoring in religion. No specific denomination has been designated to receive this scholarship.

The L. N. Reynolds Incentive Scholarship. A scholarship of \$200 for sophomore-year tuition, fees and books has been established for a student whose objective is a four-year (minimum) college education.

The award will be made to a needy student who, through initiative, industry, and ability during his or her freshman year at Tyler Junior College demonstrates the potential for future success. Selection will be made by a faculty committee. The scholarship is provided by Mr. L. N. Reynolds in appreciation for the opportunity, education, and guidance he received at Tyler Junior College.

The Jennifer Leigh Rogers Scholarships. Two annual scholarships of \$100 each to the sophomore male and female with the highest GPA in music theory and ETSS combined. Selection is made by the music faculty teaching theory and ETSS.

The Rotary Young Citizens Award. The Tyler Rotary Club in 1930 established the Rotary Young Citizen Awards recognizing the college designated leading young man and young woman. By secret ballot, the faculty chooses the recipients on the basis of meritorious conduct in the following categories:

Cleanliness	Thriftiness
Loyalty	Honesty
Dependability	Sportsmanship
Leadership	Courtesy
Service	Scholarship

The Sales and Marketing Executive Scholarship. The Tyler Sales and Marketing Executive Club has established one or more scholarships for talented, deserving students entering

college who intend to pursue a career in sales and marketing. These are awarded through the TJC Scholarship Committee.

The Chuck Sanderson Memorial Scholarship. Five \$200 scholarships are provided annually by the Xi Delta Iota Chapter of Beta Sigma Phi Sorority in memory of Chuck Sanderson. Recipients are selected by a faculty committee following guidelines outlined by the sorority.

Sharon Temple Golf Unit Scholarship. An annual award of \$250 to the child of a Shriner or of a Master Mason. The student must have at least a "B" average in high school and be planning to attend Tyler Junior College. A committee of Shriners select the recipient from applications submitted through the Tyler Junior College Scholarship Committee.

The Sharon Temple Shrine Scholarship. An annual tuition scholarship in memory of Vicki Lyn Tindall, a former student at Tyler Junior College, has been given by the Sharon Temple Shrine of Tyler. The recipient is chosen by the Tyler Junior College Student Senate.

The John Ben Shepperd Scholarship. The Texas Law Enforcement Foundation created the John Ben Shepperd Scholarship Fund to provide college educations for children of Texas Law enforcement officials killed in performance of duty.

The fund makes college scholarships available for children of law enforcement officers on any level of jurisdiction killed in the performance of duty. The amount of a grant depends on the need of the student.

A Scholarship Committee composed of members of the board of directors of the Texas Law Enforcement Foundation will consider the following points in screening qualified scholarship applicants.

- (1) Aptitude for college work,
- (2) Desire for college training,
- (3) Financial need.

The Dr. and Mrs. L. E. Skinner Scholarship. Mr. and Mrs. W. Thomas Smith of Waco, Texas have established an endowment, the income from which is annually awarded to a graduating Tyler high school senior who has established a good record and has financial need. The scholarship is in honor of the Tyler parents of Mrs. Smith.

The Smith County Association for Retarded Citizens Scholarship. Each year a \$150 scholarship is awarded to a stu-

dent or students majoring in special education. The student(s) is selected on the basis of academic achievement by a committee from the organization.

The Smith County Bar Association Scholarship. The Smith County Bar Association has established an annual scholarship of \$200 which is granted to a student completing his freshman year and planning to major in History, Government or Economics or to one registered in a pre-law program of any kind.

The award is deposited with Tyler Junior College for the student's expenses in his second year. Outstanding scholarship and participation in extra-curricular activities are the basic qualifications upon which the choice is made. Need of the student is a secondary qualification.

The Smith County Dental Auxiliary - Dental Hygiene Scholarship. An annual scholarship which is awarded to a student in the Dental Hygiene program. The student is selected by a faculty committee.

The Smith County Finance Association Scholarship. The Smith County Finance Association provides a \$200 annual scholarship to a deserving student. Application for the scholarship is made to the Tyler Junior College Scholarship Committee.

Kathryn Nettles Speas Scholarship. An annual scholarship to a Tyler Junior College student studying the field of horticulture.

The Tony Spitzberg Memorial Award. A \$100 scholarship in honor of the late Tony Spitzberg is awarded annually to a student following a career in Vocational Nursing. The recipient is chosen by the Vocational Nursing staff.

The Angela Stansbury Memorial Scholarship. This scholarship is presented annually to an outstanding sophomore woman who exhibits outstanding character and service to her college and community. The scholarship is a memorial to a former student at Tyler Junior College. Applicants should contact the Minister of the Campus Christian Center.

The Mildred Stringer Achievement Award. A plaque inscribed with the recipient's name will be awarded as a part of the Honor's Day Program. The recipient will be chosen by the Apache Belles via written ballot. The Belle chosen is to be the girl who has achieved more for the Apache Belle organization. This is an award from the Apache Belles to one of their own.

The Florence and Marcus Strum Scholarships. Mr. and Mrs. Marcus Strum of Tyler have established two tuition scholarships. The recipients must have reached sophomore standing and are selected on the basis of character, ability and need.

The Sun Oil Company Scholarships. The Sun Oil Company has established two scholarships of \$500 each and one scholarship of \$350 for Petroleum Technology majors. These scholarships are an attempt to help provide equal educational opportunities to deserving individuals, who might not otherwise have the necessary funds to pursue a higher education. One scholarship is awarded to a freshman student and one to a sophomore student.

The Texas Eastern University Scholarship. This is an annual scholarship for a student transferring to Texas Eastern University. Scholarship covers the costs of tuition and required fees for four long-term semesters. The recipient is chosen by the Tyler Junior College Scholarship Committee.

The Texas Law Enforcement Foundation Scholarships. The Texas Law Enforcement Foundation makes available scholarships for sons and daughters of deceased law enforcement officials. Application blanks for this or the John Ben Shepperd Scholarship may be obtained from the Foundation Office, 3914 Seminole, Houston, Texas.

The Texas Professional Educators Scholarship. An annual scholarship of \$150 to a Tyler Junior College sophomore education major planning to attend the University of Texas at Tyler.

The Tyler Art League Scholarship. An annual scholarship of \$150 to an outstanding art major completing the freshman year. The award is presented on the basis of ability, talent, dedication, application and character. The recipient is selected by the faculty of the Art Department of Tyler Junior College.

The Tyler Board of Realtors Scholarship. The Tyler Board of Realtors, on the basis of ability and need, awards two annual scholarships of \$200 each to local students.

The Tyler Chapter, National Secretaries' Association Scholarship. This \$150 scholarship is awarded annually to a young lady enrolled in the Secretarial Science Department at Tyler Junior College. The scholarship committee within the association chooses the recipient on the basis of financial need and academic achievement.

The Tyler City Council of Parents and Teachers Scholarship. The Tyler City Council of Parents and Teachers has established an annual scholarship not to exceed \$200 or as much of that amount as is required for tuition, books, fees, etc.

The Tyler Civic Chorale Scholarship. An annual scholarship to an outstanding music student at Tyler Junior College. The recipient is chosen by a committee from the Tyler Civic Chorale.

The Tyler Desk and Derrick Club Scholarship. An annual \$100 scholarship is awarded to a student planning to enter a petroleum related field. The student must display outstanding scholastic ability and financial need. The recipient is chosen by the organization.

The Tyler Educational Secretaries Association Scholarships. Two tuition scholarships given annually to graduating seniors from area high schools. Recipients are selected by the organization.

The Tyler Legal Secretaries Association Scholarship. The Tyler Legal Secretaries Association has created an annual tuition scholarship for a woman resident of the Tyler Junior College District. The recipient must be in a Secretarial Training program. Preference is given to one who indicates a desire to become a legal secretary. Aptitude and need are considered.

The Tyler Lions Club Scholarship. The Tyler Lions Club has established two annual scholarships of up to \$300 each for students in the Tyler High Schools and Tyler Junior College. The scholarships are restricted to students whose legal residence is in the City of Tyler and who combine qualities of good character and scholarship with need. The scholarships are designed to pay for tuition, fees, and books. Students will be recommended by the high school counselors and designated by the Board of Directors of the Tyler Lions Club.

The Tyler Men's Garden Club. An annual scholarship awarded to a student in the Ornamental Horticulture program. The student is selected by the Ornamental Horticulture faculty.

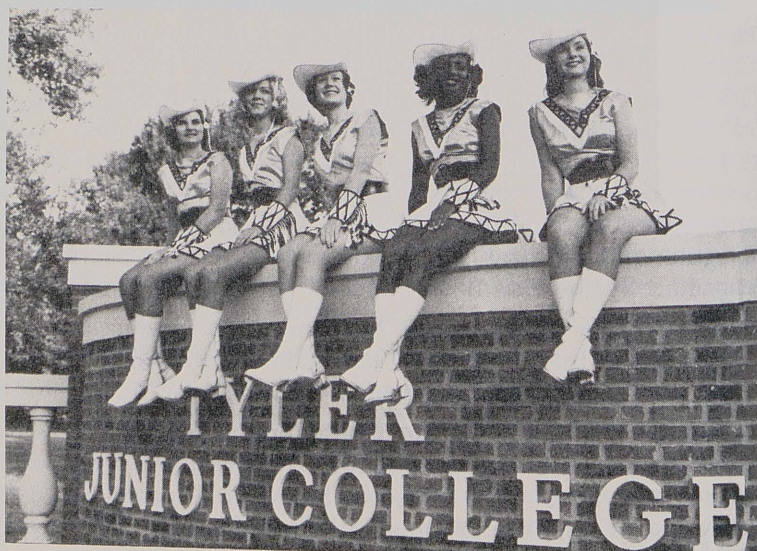
The United Daughters of the Confederacy Scholarship. The United Daughters of the Confederacy have established an annual scholarship of \$120 to be awarded to a male or female history major displaying outstanding scholastic ability and financial need. Candidates' names are submitted and recipients are chosen by that organization.

The Helen Wadel Music Scholarship. This \$400 scholarship to an outstanding music student is given annually in memory of Burnett and Beulah Wadel by Helen Wadel of New York City, NY. The recipient is chosen by the chairman of the music department.

The Mary Wallace Education Scholarship. This \$150 annual scholarship is for a second year student preparing for the teaching profession. The recipient must be of good character, pleasing personality, hold at least a B average in two semesters work and need scholarship aid.

The Watson W. Wise Incentive Award. An endowment fund established by the Honorable Watson W. Wise, member of the Board of Trustees of the college, who has made many generous gifts to the college, provides an annual sum for a scholarship and beautiful trophy cup awarded to the student chosen by the faculty committee as the best exemplifying the virtues of industry, scholarship, and student activity.

The Wesley Foundation Ann Adams Scholarship. An annual scholarship which honors Ann Adams, a former dormitory director at Tyler Junior College. The \$200 scholarship is award-



ed to an outstanding freshman student who has made the greatest contribution to the life of the Wesley Foundation. Selection is by a special committee from the Wesley Foundation.

The Jack White Scholarship. The Advance Class of Glenwood Methodist Church has established a \$200 scholarship in honor of their teacher, Jack White. The recipient is selected by a faculty committee based on academic achievement and need.

Whitlow Journalism Scholarship. This \$150 scholarship is awarded to a woman head of the household showing scholastic and creative ability in the field of Journalism. The recipient is chosen by committee on the basis of essay submitted outlining need and future goals, and may be a freshman or sophomore.

The Women's Symphony League Scholarship. The Tyler Women's Symphony League annually grants a \$200 scholarship to an outstanding music student.

Student Activities

The Director of Student Activities is an administrative officer who is general sponsor and coordinator of all student organizations. As such, he keeps the records, constitutions and by-laws of student organizations and maintains a social calendar. All college organization-sponsored social affairs must first have the approval of the Director in order to clear the date on the social calendar.

Tyler Junior College provides various types of student activities which furnish training in leadership, afford opportunities for recreation, and serve as a means of student development. Among these activities are the following:

The Apache Band. The internationally famous Apache Band is the official college band which is open to all qualified students, and also accompanies the Apache Belles.

The Stage Band. A select group of band students from the Apache Band chosen to play all forms of modern jazz.

The Concert Band. A select group of band students out of the Apache Band which performs many varieties of music for concerts.

The Apache Belles. The internationally famous Apache Belles is a women's organization which presents skilled group performances and routines, appears on national television for half-



time entertainment for both college and professional football games, and entertains on other occasions.

Throughout the years special study is given to good taste in clothing, make-up, manners and general personal improvement.

Tyler Junior College Publications. The official college newspaper, Tyler Junior College News, and the college yearbook, The Apache, are prepared and managed by student staffs under the direction of faculty advisors. Students act as reporters, editors, advertising salespersons and photographers for the publications. The paper is furnished free to students. Yearbooks are sold by subscription.

For 38 of the past 47 semesters the Tyler Junior College News has won the All American Honor Rating. The Associated Collegiate Press gives the award in recognition of merit to a limited number of colleges and universities.

Athletics. The college schedules intercollegiate competition in football, basketball, baseball, and tennis. For non-varsity students, an extensive schedule of intramural sports and the physical education program affords all students many opportunities for participation.

The Singing Apaches. The Singing Apaches is a choral society open to capable students interested in vocal music.

The Electronics Club. This club is composed of students who are pursuing an electronics profession or engagement in other related fields of study. The club also invites as members students attending Tyler Junior College who are radio amateurs. The purpose of the club is to acquaint the student with the practical aspects of the field of electronics, and to further individual knowledge and develop interest in professional growth.

The Drafting Club. This club welcomes any student enrolled in the Drafting or Engineering Graphics classes. The purpose is to acquaint the student with the practical aspects of drafting as a professional; to further individual knowledge and interest toward professional growth. Guest speakers are brought in to speak at meetings, and field trips are arranged to see the practical application of drafting. Scholarships are sometimes awarded through the organization.

Epsilon Delta Pi (E. D. P.) — The Computer Club. This club is composed of those students interested in Data Processing, key

punch operating, and other forms of Computer Science.

The Dental Hygiene Club. An organization of those students who wish to become Dental Hygienists or possess a knowledge of related fields.

Texas Eastern School of Nursing Student Organization. This is an organization of students dedicated to those interested in nursing as a profession.

Respiratory Therapy. Membership in this organization is open to Tyler Junior College students enrolled in Respiratory Therapy. These students do a part of their work at The East Texas Chest Hospital.

Lambda Phi Nu. The purpose of the Lambda Phi Nu Club is to further the skills and interest of Tyler Junior College in the field of nursing. It is also the purpose of Lambda Phi Nu Club to further the interests and advance the knowledge of people of this and surrounding areas by performance of leadership and skills of the highest calibre. Any student interested in Licensed Vocational Nursing and participating in the required curriculum is eligible for membership. This is an organization of the TJC Health Career Training Programs.

Physical Education Club. This club is composed of students who plan careers in the teaching field in the area of physical education, health, and athletics.

Ophthalmic Club. This is an organization of students who plan to enter the field of optometry.

The Junior American Dental Hygienists' Association. The membership of this Association consists of the number of dental hygiene students enrolled in our Dental Hygiene program. Their objectives are to cultivate, promote, and sustain the art and science of Dental Hygiene, to represent and safeguard the common interest of our profession, and to contribute toward the improvement of the health of the public.

Mu Lambda Tau. Membership in this organization is open to any Tyler Junior College student interested in a career in Medical Laboratory Technology. This is an organization of the Tyler Junior College Health Career Training Programs.

Recreation Leadership. The purpose of the Recreation Leadership Club is to further the skills and interests of Tyler Junior College students in the fields of Recreation Leadership by continuous and active participation in all such areas. Any participating student of the Recreation Leadership curriculum

is eligible for membership.

The Future Secretaries Association. This is a junior branch of the National Secretaries Association sponsored by N. S. A. and works closely with members of this professional organization. The local organization consists of students preparing to enter business vocations such as secretarial and clerical. It provides helpful guidance and pleasant social activities to the members of the club.

Lex Plaetoria. This is a pre-law student society. The members of this society receive guidance and encouragement from the Smith County Bar Association.

Phi Theta Kappa. The Alpha Omicron Chapter of Phi Theta Kappa, the national Junior College scholastic fraternity, is composed of members selected on the basis of scholarship, character, leadership and service. Its membership is restricted to ten percent of the students enrolled in the Tyler Junior College, and the faculty and local chapter name as members those students meriting special honor.

The Student Senate. The Student Senate is the official organization for student government under the sponsorship of the Student Senate assisted by the Director of Student Activities. Parties, dances, feature movies, various popular singers and musical organizations, dramatic organizations such as Shakespearian Theater are offered to the student body and faculty.

Law Enforcement Student Association. The Law Enforcement Student Association has as its express purpose promoting, teaching, and learning of and about the field of law enforcement. The members propose to work toward a better understanding of the problems and methods used to handle these problems by the Law Enforcement organization. Members of this organization, LESA, must be TJC students who are law enforcement majors or in a related field.

The Averille Greenhaw Home Economics Club. This club's membership is composed of those students, both male and female, interested in any phase of home economics.

The Apache Rodeo Club. This club promotes the interests of Tyler Junior College students in rodeo and other related activities.

Fashion Merchandising Club. Membership is open to all Fashion Merchandising majors. The primary objective of the

club is fund raising in order to sponsor yearly field related trips to Neiman-Marcus during Fortnight, to the Apparel Mart in Dallas, Texas, to the Kim Dawson Modeling Agency, and to the Ebony-Fashion Fair Style Show. In addition, the club puts on two fashion shows yearly.

SORORITIES:

Tau Beta Sigma is an organization of the Progressive Band Women of the Tyler Junior College Apache Band, operating in the field of junior college and university bands for the purpose of promoting existence and welfare of collegiate bands and creating a wholesome respect for their activities and achievements. All members are female and in good standing with the TJC Apache Band. This organization is affiliated with the national organization.

Sans Souci Sorority has as its purpose to establish a sisterhood that has for its four-fold object the physical, intellectual, social, and spiritual development of its members. The membership is open to any woman student at Tyler Junior College who has a C or better academic average and who receives an invitation and a bid to become a member.

Tau Kappa sorority members pledge themselves to strive for the following goals: sisterhood, service, pride, friendship, love. The membership is open to any woman student at Tyler Junior College who has a C or better academic average and who receives an invitation and a bid to become a member.

Zeta Phi Omega sorority has as its object the advancement of social service and encouragement of highest scholastic standards and character among its members. Any woman student of Tyler Junior College who receives an invitation and a bid to become a member of this organization must have a C or better scholastic average.

Alpha Delta Sigma is Tyler Junior College's newest sorority. The object of this organization is the advancement of social service and encouragement of highest scholastic standards and character among its members. This organization may include as members any female student of Tyler Junior College who maintains a C academic average and who is given an invitation and a bid to become a member.

FRATERNITIES:

Alpha Tau Omega is one of the national fraternities on a junior college campus. The members of the organization wish to

promote unity and understanding between their fellow men, and to be of some campus and civic service. The membership in this organization is open to any male student at Tyler Junior College who receives an invitation and a bid to become a member.

Delta Upsilon Fraternity of Tyler Junior College is the first national fraternity in the United States to be approved for a junior college. When the National Interfraternity Conference approved national fraternities for junior colleges, Delta Upsilon became a colony in December, 1971, and a national fraternity the following February. The purposes of the organization are to promote fraternal brotherhood and to be a service to the city of Tyler and the world. Membership is by invitation only.

Las Mascaras Dramatic Fraternity (Delta Psi Omega) nurtures interest in all phases of dramatic art, speech, culture and public service. The organization, formed in 1926 and the oldest on campus, is open to all students who are interested in the theatre and public speaking. The club sponsors major dramatic productions throughout the school year.

Sigma Phi Epsilon is a national fraternity on Tyler Junior College campus. Its purpose is to promote and establish better relations within the college and the democratic principles desired. Membership is by invitation only.

Pi Kappa Alpha is a national fraternity on the Tyler Junior College campus. The objective of this chapter is to promote physical, intellectual, social, and spiritual growth among its brothers. This chapter is the only Pike chapter at a junior college in the United States. The membership is by invitation only.

The Alpha Tau Alpha Fraternity has as its purposes to promote unity, harmony, understanding, and advancement of justice and service to all men. A member must have received and accepted a duly offered invitation to join this chapter. Each member must be a male student who maintains a C average, is interested in the advancement of social service, and wishes to encourage the highest scholastic standards and character among its members.

Kappa Kappa Psi is a fraternity whose members are currently enrolled in the Apache Band for credit or audit and in good standing. Each member must maintain a C average. A member is admitted to this fraternity through pledgship. This organization is affiliated with the National Band Fraternity.



Religious Student Centers. Tyler Junior College has four religious student centers. The Presbyterian Bible Chair, The Church of Christ Bible Chair, known as Tri-C, the Baptist Student Union, known as B. S. U., and The Methodist Student Union, also known as the Wesley Foundation. Each Bible Center promotes the teachings of accredited Bible courses, worship, fellowship, fun and entertainment for any Tyler Junior College student.

Community Concerts. The Tyler Community Concerts organization extends to any regular Tyler Junior College student the privilege of free admission to its concerts at Wise Auditorium on presentation of valid Tyler Junior College Identity Card.

The Harmony and Understanding Group. A group out of The Singing Apaches, specializing in "pop music". This group has appeared on state-wide television in the Miss Texas pageant yearly since 1973.

The Hudnall Planetarium. This well-known planetarium offers scheduled programs for the general public and daily programs by reservation for school groups. There is no admission charge for students or faculty who present a Tyler Junior College Identity Card.

Athletic Program. The Tyler Junior College inter-collegiate athletic program has become internationally known because of the excellence of its football, basketball baseball and tennis teams. Each year these teams are numbered among the top of the nation. Few are the colleges whose names inspire as much respect and admiration as does the name "Apaches."

Much of the credit for achieving national standing year in and year out goes to the spirit of the student body in its "twelfth-man" backing of the teams.

SUGGESTED COURSES OF STUDY

Planning a Program in Tyler Junior College. It is important that the beginning college student determines his objective at the time of enrollment and then plans his program to carry him directly to its achievement.

Tyler Junior College, with its Counseling Staff and broad course offerings, assists in planning each student's program to meet his needs.

Students seeking a baccalaureate degree are given course plans designed to meet the special requirements of the degree choice at the chosen senior college or university. Terminal program students are given courses which prepare them for the career of their choice.

The following plans are a few of the most popular fields. Their listing does not indicate that others cannot be taken. College officials will work out degree programs in any desired field.

Since college plans differ, the student should check his course by the catalogue of the college to which he intends to transfer or request the Registrar or Counselor to assist him in doing so.

All first year students take Physical Education unless excused by a doctor's statement.

Agriculture

SUGGESTED COURSE PLAN

Semester I

English 113

Science*

History 213

Agriculture*

Agriculture* or Math*

P. E.*

Psychology III

Semester II

English 123

Science*

History 223

Agriculture*

Agriculture* or Math*

P. E.*

Agriculture 113 — General Animal Husbandry (3-3) An introductory survey course intended to acquaint the student with the importance of livestock and livestock farming. General factors influencing efficiency in feeding, market value, breeding, health and adaptability of various species to geographical and climatic regions are studied. The course is designed to develop in the student an appreciation of improved livestock. Selecting and judging the various breeds and market classes are stressed in laboratory.

010401

Agriculture 113B — Dairying (2-3) Dairying in its relation to agriculture and community development; branches of dairy industry and conditions affecting their development; the place of dairying on the farm; composition and food value of milk and its products; the production and handling of clean milk on the farm.

010501

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semester III and IV.

Agriculture 113C — Poultry Production (2-3) The breeds and types of poultry, culling, poultry for egg production, incubation, brooding and feeding for growth and egg production, winter and summer management, housing and hygiene, preparing poultry for market, methods of marketing; practical application of these subjects to general farm conditions. The practice consists of the identification of breeds and varieties, judging, poultry for egg production, plans for poultry farms and poultry houses, identification of feeds. **010601**

Agriculture 113E — Introduction to Agricultural Economics (3-0) Characteristics of our economic system and basic economic principles. Organization and management of the farm and ranch firm; structure and operation of the agricultural marketing system; functional and institutional aspects of agricultural finance; the farm problem, its causes, consequences and suggested solutions. **011101**

Agriculture 113F — Farm Management (3-0) The art and business of managing a farm, including the study of choosing suitable major and minor enterprises that will provide a profitable business; such as selecting a farm, using proper kinds and amount of labor and capital, simple and accurate cultural organizations, agriculture experiment and extension service. **011053**

Agriculture 113G — Landscaping (3-0) This course will acquaint the student with trees, shrubs, grasses, perennials, and annuals suitable for landscaping the home grounds, churches, schools, and parks. Biological classification, plant characteristics, best combinations, propagation methods, digging, bagging, transplanting, pruning, and care will be studied. **010902**

Agriculture 114A — General Entomology (3-2) The systematic study of the principal orders of insects; the relation of the anatomy of the insect to control measures; the life histories of the more common insects; methods of control for injurious forms. **042101**

Agriculture 123 — Fundamentals of Crop Production (2-3) Classification and distribution of farm crops; importance of good varieties and good seed; crop improvement; preparation of the seed bed, commercial fertilizers, manures and lime; seeding practices; crop tillage; harvesting; meadow and pasture management; weeds; crop rotation; diseases and insect enemies. **010201**

Agriculture 123B — Horticulture (2-3) A general study of horticulture; the growth and fruiting habits of horticulture plants; a study of the principles and practices of propagating vegetables; fruits and ornamentals, including the methods of handling seed, cuttage, layerage, grafting, budding and bulbs; a study of the planting, fertilization, care, culture, harvesting, handling and utilization of fruit and vegetable crops. **010801**

Agriculture 123C — Marketing of Agriculture Products (3-0) A study of the general principles, practices, and problems involved in marketing farm products. **011201**

Agriculture 123D — Wildlife Management (3-0) A course designed to acquaint the student with the wildlife resources of the United States with special reference to Texas. Emphasis is placed on the inter-relationship of plants and animals in our environment with plans and methods for rehabilitation, maintenance and increase of the desirable species. **010701**

Agriculture 123G — Floriculture for Home (3-0) Home beautification through the proper use of flowering plants. Selection, culture and use of garden annuals, biennials, perennials, bulbs, and home plants; principles of design and planting methods; garden maintenance; use of fertilizers and composts; pest control; growing structures; and care of cut flowers. **010902**

Agriculture 213 — Methods of Animal Selection (3-3) A study of the origin, history, and breed characteristics of livestock, including adaptation, distribution, and breed organizations. A detailed study will include the latest methods of animal selection. Laboratory experiences will include the practical application of live animal evaluation and the development of livestock judging techniques. **010402**

Agriculture 213A — Pasture Management (3-0) The study of grasses. Identification of the genera and species of economic importance in Texas will be stressed. Attention will be given to the economic value of the various grasses and their ecological significance, and to the distribution, propagation, and management of grasses. **010203**

Agriculture 213B — Vegetable Gardening (2-3) This course consists of the practical methods and principles in home and commercial vegetable gardening. It will include the study of sites, soils, fertilizers and varieties that are adapted to this area.

Lab work pertaining to vegetable growing will be carried on at an outside site. **010802**

Agriculture 223 — General Veterinary Science (2-2) An introduction to the physiology and anatomy essential to an understanding of the diseases of farm animals. Emphasis will be placed upon livestock sanitation, and prevention, control and eradication of diseases of farm animals. **010404**

Agriculture 223A — Farm Shop (1-4) This course involves the basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing. Also concrete construction, farm plumbing and fitting of farm tools will be covered. **011001**

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the Associate-in-Applied Science Degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salesmen, and others in the field.

Students in this program are required to furnish their own hand tools for use in laboratory classes.

AIR CONDITIONING AND REFRIGERATION CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric
MTH 113* — College Algebra
AC 113A — Fundamentals of Refrigeration
AC 113S — Introduction to Solar Systems
AC 113D — Fundamentals of Electricity

Semester II

ENG 223B*** — Technical Report Writing
MTH 113T* — Trigonometry
AC 113B — Blueprint Reading

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

***Students who plan to transfer to a Senior College should take ENG 123.

AC 123A — Refrigeration Machines

AC 123D — Automatic Controls

Semester III

PHY 113 — Elementary Physics

AC 213 — Commercial Refrigeration Systems

AC 213A — Heating

MMG 113S — Small Business Management

Approved Elective**

Semester IV

BA 213L — Business Law

AC 223 — Air Conditioning Principles

AC 223A — Related Problems — Systems Design

AC 223S — Solar Systems Installation

Approved Elective**

Air Conditioning 111 — Blueprint Reading - Machine Shop (1-0) This is the first one-third of Air Conditioning 113B offered on a one semester hour basis. Air conditioning 113B and Air Conditioning 111 cannot both be counted for credit.

Air Conditioning 111A — Blueprint Reading - Architectural (1-0) This is the second one-third of Air Conditioning 113B offered on a one semester hour basis. Air Conditioning 113B and Air Conditioning 111A cannot both be counted for credit.

Air Conditioning 111B — Blueprint Reading - Sheet Metal & Structural (1-0) This is the third one-third of Air Conditioning 113B offered on a one semester hour basis. Air Conditioning 113B and Air Conditioning 111B cannot both be counted for credit.

Air Conditioning 113A — Fundamentals of Refrigeration (2-4) Terminology, laws of refrigeration, absolute pressure and absolute temperature, energy conversion units; specific heat, latent heat, and sensible heat; measurement of heat in quantity and intensity; tone of refrigeration, pressure temperature relationships, transfer of heat by conduction, convection and radiation; elementary refrigeration, methods applicable to air conditioning, and refrigeration.

Air Conditioning 113B — Blueprint Reading (3-0) Interpreting blueprints related to the installation and servicing of refrigeration and air conditioning units. Reading floor plans, symbols of material and building parts, abbreviations, the architect's scale,

**Approved Electives: Business Administration 113A, Mid-Management 223B (Introduction to Public Relations), History, Government, Mid-Management 113B (Principles of Management)

reading a scale, measuring blueprints to obtain dimensions, dimensioning standards, wall and ceiling construction, finding structural information on blueprints, types of construction and locating details of blueprints.

Air Conditioning 113D — Fundamentals of Electricity (2-2) A study of electron theory, DC and AC circuits, single phase and three phase power distribution, capacitance, electric motors, and motor controls. All of the material covered will be as it relates to the refrigeration and air conditioning industry.

Air Conditioning 113S — Introduction to Solar Systems for Residential Buildings (3-0) An introduction to solar energy, collection systems, equipment selection, auxiliary furnace, water heating and space heating. Application of solar energy systems now being marketed for use as supplementary energy to existing systems and a study of design factors and energy cost comparison in new construction will be surveyed.

Air Conditioning 123A — Refrigeration Machines (2-4) Refrigerants and their application in commercial refrigeration; system components, accessories, installation procedures and techniques; diagnosing service problems of mechanical difficulties; methods of defrosting; and making sketches of designs for high, medium, and low temperature installation. Symbols for refrigeration and piping equipment will be used in making sketches.

Prerequisite: AC 113A or consent of the instructor.

Air Conditioning 123D — Automatic Controls (2-2) A study of automatic controls and control systems. Time delay relays and switches, power switches, magnetic switches, meters, and application of these devices to control systems. Operation and control of motors, generators, alternators, servomechanisms and other positioning devices.

Prerequisite: AC 113D or consent of the instructor.

Air Conditioning 213 — Commercial Refrigeration (2-4) A study of the types of commercial refrigeration equipment utilized by commercial consumers' establishments, components and accessories designed for and used with this type equipment, installation, maintenance and servicing procedures, heat load calculation, temperature and humidity control.

Prerequisites: Successful completion of AC 113A, AC 123A, AC 113D, AC 123D.

Air Conditioning 213A — Heating (2-4) Warm air systems, heat

emitters, electric heating, forced hot water and steam heating systems including selection and sizing of equipment — registers, grills, furnaces, boilers, radiators, baseboard, piping, and ducts. Fuels and burners used in supplying heat for various types of heating systems — coal, oil, natural gas, manufactured gas, liquified petroleum gas, and electricity. Experiments in equipment selection, installation, adjusting, and servicing will be conducted. Heating layout and specifications for an existing structure or one in blueprint stage will be prepared.

Air Conditioning 223 — Air Conditioning Principles (2-4) An introduction to air distribution. Humidity, saturated and unsaturated mixtures; psychrometric charts and graphs; specific heat and air flow calculations, heat load calculations, the state of mixture of two air streams, bypass factor and dehumidification.

Air Conditioning 223A — Related Problems - Systems Design (2-4) This course assembles all the elements of air conditioning into a complete and applicable technology. Air Conditioning systems used for residential, light commercial and commercial application will be covered as to proper design, installation, servicing, and maintenance.

Air Conditioning 223S — Solar Systems - Installation, Maintenance, and Service (2-4) A study of solar systems available for residential building. Emphasis will be placed on installation, maintenance, and service to these systems. Problems related to sizing, component parts, and controls will be studied.

Prerequisite: AC 113S or consent of the instructor.

*Art

SUGGESTED COURSE PLAN

Semester I

English 113

History 213

Foreign Language**

Art 113D

Art 113E

P. E.**

Psychology 111

Semester II

English 123

History 223

Foreign Language**

Art 123D

Art 123E

P. E.**

*Students planning to transfer act credit on a bachelors degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

**See a Tyler Junior College counselor for specific courses in this department and for suggested course plan for Semesters III and IV.

Art 113D — Design I (2-4) A study of all of the art elements and art principles with emphasis upon two-dimensional designs using a wide range of media and techniques. Text as well as lecture and laboratory study is included. **100201**

Art 113E — Drawing I (3-3) A basic course in the fundamentals of representation through the drawing of simple objects, still lifes, landscapes, and architectural subjects with an introduction to figure drawing. Emphasis is placed on a sound understanding of freehand drawing skills including: line, value, proportion, and perspective through the use of a wide variety of drawing media and techniques. Text as well as lecture and laboratory study is included. **100204**

Art 114B — Art for Pre- and Elementary School (2-4) A basic course for the students of pre-school and elementary school teaching in which they are introduced to the methods of teaching and using a wide variety of techniques and media in creative two- and three-dimensional projects for the appropriate elementary levels. Text as well as lecture and laboratory study is included. **100201**

Art 123D — Design II (2-4) A continuation of Design I introducing three-dimensional design concepts. Text as well as lecture and laboratory study is included. **100201**

Art 123E — Drawing II (3-3) A continuation of Art 113E with emphasis on drawing the head and human figure using various media and techniques. Basic skeletal and muscular structure of the human figure as related to drawing is included. Text as well as lecture and laboratory study is included. **100204**

Art 213 — History of Art I (3-0) A critical and analytical study of painting, sculpture, architecture, and crafts from prehistoric time to the end of the Middle Ages, through the use of slide illustrated lectures and text study. **100302**

Art 213C — Ceramics I (3-3) Introduction to ceramic processes. Basic materials and techniques. Hand building, glazing and firing procedure, and introduction to the use of the potter's wheel. **100901**

Art 213D — Design III (2-4) An advanced investigation into a wide range of two-dimensional design problems using various media and methods. Emphasis is placed on technique and individual expression. **100201**

Art 213E — Drawing III (3-3) A life drawing course with emphasis on the structure and action of the human figure. Text

as well as lecture and laboratory study is included.

100204

Art 213S — Sculpture I (2-4) A basic study of various sculptural approaches using a wide variety of materials, including both additive and subtractive techniques.

100213

Art 213O — Painting I (2-4) An introduction to the problems of painting and composition, in oil and/or acrylic media. Subjects include color and value mixing charts, simple objects, still lifes, and landscapes done in an objective and representational manner.

100209

Art 214W - Weaving (2-4) Introductory course in weaving. Exploratory studies in the use of textiles as a form of art. Use of simple hand looms and introduction to operation of the floor loom.

100908

Art 223 — History of Art II (3-0) A critical and analytical study of painting, sculpture, architecture, and crafts from early Renaissance times to the present, through slide illustrated lectures and text study.

100302

Art 223C — Ceramics II (3-3) Problems in ceramics. Personal and professional development in forming and decorating techniques. Emphasis on mastery of potter's wheel, glaze calculation, and casting methods.

100901

Art 223O — Painting II (2-4) A continuation of Art 213O with emphasis on more creative and experimental areas of painting, including the development of painting styles. A wide range of subjects and techniques including abstraction and non objective art are introduced.

100209

Art 223W — Water Color Painting (2-4) An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

100210

Banking

5626

MID-MANAGEMENT CURRICULUM (Banking Option)

Semester I

BM 113 — Principles of Bank Operations

ECO 213 — Principles of Economics

ENG 113 — Composition and Rhetoric
or BM 223F — Effective English
BA 113D — Business Mathematics
MMG 113B — Principles of Management
PSY 111 — Freshman Orientation

Semester II

BM 123 — Federal Reserve System
BM 123S — Money and Banking
BM 223E — Law and Banking
BA 113A — Elementary Accounting
EDP 123C — Management Computer Use

Semester III

BM 213 — Bank Investments
BM 213A — Bank Management
BM 213B — Trust Functions and Services
SPH 113 — Public Speaking
BA 123A — Elementary Accounting
MMG 213B — Personnel Management

Semester IV

BM 223A — Analyzing Financial Statements
or Approved Elective**
BM 223 — Installment Credit or
Approved Elective**
BM 223G — Marketing for Bankers
BM 113S — Credit Administration
or Approved Elective**
PSY 213 — Introductory Psychology or
Approved Elective**
GOV 213 — American Government

Banking 111 — Planning Management Development (2-0) This middle management seminar is designed to assist bank officers who are responsible for the planning, recruiting, and development of bank management personnel. Cases and outside readings are used in this seminar. It can be presented as a brief, intense workshop or as a twelve-session seminar.

**Approved Electives: Business Administration 113B (3 Sem. Hrs. Credit), Real Estate Management 113 (3 Sem. Hrs. Credit), Mid-Management 113C (3 Sem. Hrs. Credit), Business Administration 113E (3 Sem. Hrs. Credit), Banking 223H (3 Sem. Hrs. Credit), Banking 111 (1 Sem. Hr. Credit), Banking 111A (1 Sem. Hr. Credit), Banking 111B (1 Sem. Hr. Credit), Banking 113A (3 Sem. Hrs. Credit), Banking 113B (3 Sem. Hrs. Credit), Banking 223D (3 Sem. Hrs. Credit), Banking 223E (3 Sem. Hrs. Credit), Banking 112 (2 Sem. Hrs. Credit), Banking 122 (2 Sem. Hrs. Credit), Banking 211 (1 Sem. Hr. Credit), Banking 223B (3 Sem. Hrs. Credit), Banking 223C (3 Sem. Hrs. Credit), Banking 223S (3 Sem. Hrs. Credit), Banking 213C (3 Sem. Hrs. Credit), Banking 123A (3 Sem. Hrs. Credit).

Banking 111A — Loss Prevention (1-0) This seminar focuses on check cashing, check swindles, bank holdups, and security procedures.

Banking 111B — Bank Management by Objectives (1-0) This middle management seminar is designed to assist bank officers in learning how to translate bank problems into realistic goals, for the individual and the bank, through the management-by-objectives system. Cases and outside readings are used in this seminar. This course can be presented as a brief, intense workshop or as an eight-session seminar.

Banking 112 — Orientation to Banking (2-0) This course is designed to combine Selling Bank Services and The Starter Series. Designed for tellers and new-accounts personnel, it is directed toward meeting customer needs in regard to checking accounts, saving services, loans to individuals, safe deposit boxes, and other services. It also includes an orientation of new employees in regard to developing an acceptable personal image and discover their place in banking.

Banking 122 — Loan and Discount (2-0) This seminar teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guaranties; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks, and the concepts of attachment, perfection, priority, default, and foreclosure.

Banking 113 — Principles of Bank Operations (3-0) This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

Banking 113A — Bank Letters and Reports (3-0) This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters.

Banking 113B — Savings and Time Deposit Banking (3-0) This course reflects recognition of the fact that a knowledge of the

historical development of savings institutions and an awareness of the basic economic function of the saving process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real saving that appears as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

Banking 113S — Credit Administration (3-0) This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems, and regular, as well as unusual types of loans are discussed.

Banking 123 — Federal Reserve System (3-0) This course examines the operations and policies of the Federal Reserve System during critical periods over the past 60 years. The approach taken is topical rather than chronological, thereby enabling students to compare and contrast federal policies dealing with similar problems at different periods in time. Attention is given to international monetary affairs and economic developments affecting the American fiscal system.

Banking 123A — Savings and Time Deposit Banking (3-0) This course reflects recognition of the fact that a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process are necessary to an understanding of the current operations and policies of these institutions. It begins with a review of the economics of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flow from income to capital investment. Also covered are interest rates, types of savings accounts, and the management of savings institutions (asset management, operations and control, supervision, liquidity, and marketing).

Banking 123S — Money and Banking (3-0) This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needs by the banking student to

apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

Banking 211 — Conference Planning and Leadership (1-0) This course is centered on a specific phase on the problem of human understanding. It is concerned with an important responsibility of management; to communicate and to coordinate ideas in the most effective way possible. It gives consideration to the dynamics of human interaction in groups convened to solve problems and make decisions. The essentials of parliamentary procedure are also stressed, thus presenting an effective technique for achieving consensus and formalizing and recording the decision-making process.

Banking 213 — Bank Investments (3-0) Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

Banking 213A — Bank Management (3-0) This course is based on the second edition of the text that presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge and bank management. Since case study is becoming well established as an effective management learning technique, this text also introduces the use of cases as a new element.

Banking 213B — Trust Functions and Services (3-0) This new course presents a complete picture of the services rendered by institutions engaged in trust business. Providing an introduction to the services and duties involved in trust operations, the course is intended for all bankers, not only those who are engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

Banking 213C — Introduction to Commercial Lending (3-0)

This is a new course that provides an overview of the commercial lending function. It is targeted to management trainees and junior management, and is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. Some specific topics: the commercial loan customer, types of commercial loans, the loan decision process (information gathering, analysis), cost analysis, control and profitability, and the regulatory and legal environment.

Banking 223 — Installment Credit (3-0) In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

Banking 223A — Analyzing Financial Statements (3-0) A fourth edition of the textbook is used for this course and is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

Banking 223B — Financing Business Enterprise (3-0) Stress is placed on the difference between lending and investing, and on the fact that investing in a corporation and financing a corporation are different aspects of the same subject. In this course, the material is presented from the viewpoint of the corporate treasurer who must safeguard the financial future of his corporation.

Banking 223C — Argumentation and Debate (3-0) This course is planned to set forth the principles of argumentation, so that the debater will have the necessary background for the development of his own technique. It describes the analysis of the debate subject, gives the principles of logical argument, and suggests how the case may be presented most effectively.

Banking 223D — International Banking (3-0) The second edition of this text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.

Banking 223E — Law and Banking (3-0) An introduction to basic American law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedure, contracts, quasicontracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.

Banking 223F — Effective English (3-0) This course seeks to impress upon the student the need to consider both the purpose of the communication and the person who will receive it. The text explains the fundamental principles for using the English language. It points out the ways in which communication may be heightened by proper use of the techniques of language. It also is concerned with the mastery of language through wide reading, and interest in words, and practice in writing.

Banking 223G — Marketing for Bankers (3-0) This course discusses the basics of public relations, both internal and external, and seeks simply to explain the why, the what, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank public relations and marketing.

Banking 223H — Management of Commercial Bank Funds (3-0) This course deals with those necessary principles from which the student can derive an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions are illustrated for course institutions of all sizes.

Banking 223S — Federal Regulation of Banking (3-0) This course provides a comprehensive treatment of the "why" and

"what" of federal bank supervision. It is recommended for both beginning and advanced students in banking and related fields. Some of the topics covered are agencies regulating banks, bank charters, bank reports and examinations, federal limitations on banking operations, and the regulation of bank expansion. Emphasis is on supervision rather than the role of the federal government as it indirectly influences the operations of banks through fiscal and monetary policy decisions.

BIBLE

Bible courses for college credit at Tyler Junior College are taught in the Baptist Chair of Bible, The Wesley Foundation Methodist Bible Chair, the Fifth Street Presbyterian Bible Chair, and the Church of Christ Bible Chair.

The granting of college credit for such courses is on the following basis:

- (1) All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
- (2) Such courses may not be taught from a sectarian view point but must be historical or literary in nature.
- (3) The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines in the college.
- (4) A maximum of twelve semester hours will be accepted toward a degree.

SUGGESTED PROGRAM FOR BIBLE STUDIES MAJORS

Semester I

English 113
History 213
Science*
Bible 113
Foreign Language 114*
Physical Education*
Psychology 111

Semester II

English 123
History 223
Science*
Bible 123
Foreign Language 124*
Physical Education*

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

Bible 111 — Selected Studies in the Old Testament (1-0) A brief course of study involving either an Old Testament book or theme.

Bible 111A — Selected Studies in the New Testament (1-0) A brief course of study involving either a New Testament book or theme.

Bible 111B — Selected Studies in Church History (1-0) A brief course of study involving either a general synopsis of church history, a particular era of church history or a history of the Bible.

Bible 111C — An Introduction to Christianity (1-0) A brief course of study involving theological terms, great Bible themes, and a comparison of Christianity with other religions.

Bible 113 — Survey of the Old Testament (3-0) A foundation course in the history, literature and teachings of the Old Testament.

Bible 123 — Survey of the New Testament (3-0) A foundation course in the history, literature, and teachings of the New Testament.

Bible 213 — Life and Teachings of Jesus (3-0) A study of the life and teachings of Jesus Christ as viewed from the perspective of the writers of the Gospels.

Bible 223 — Life and Letters of Paul (3-0) A study of the ministry and thoughts of Paul as found in the Acts of the Apostles and Paul's letters.

Bible 223A — World Religions (3-0) An interpretation of the fundamental insights, concepts, ideals, and customs of the major religions of the world.

Biology

Bachelor of Arts or Bachelor of Science Degree

Semester I

English 113
History 213
Science*
Foreign Language*
Mathematics*
P. E.*
Psychology 111

Semester II

English 123
History 223
Science*
Foreign Language*
Mathematics*
P. E.*

Biology 113B — Anatomy and Physiology (3-2) A study of the anatomy and physiology of the human body. It emphasizes biological principles as applied to vertebrates in general and man in particular. **041001**

Biology 123B — Anatomy and Physiology (3-2) A continuation of Biology 113B. Prerequisite: Biology 113B. **041001**

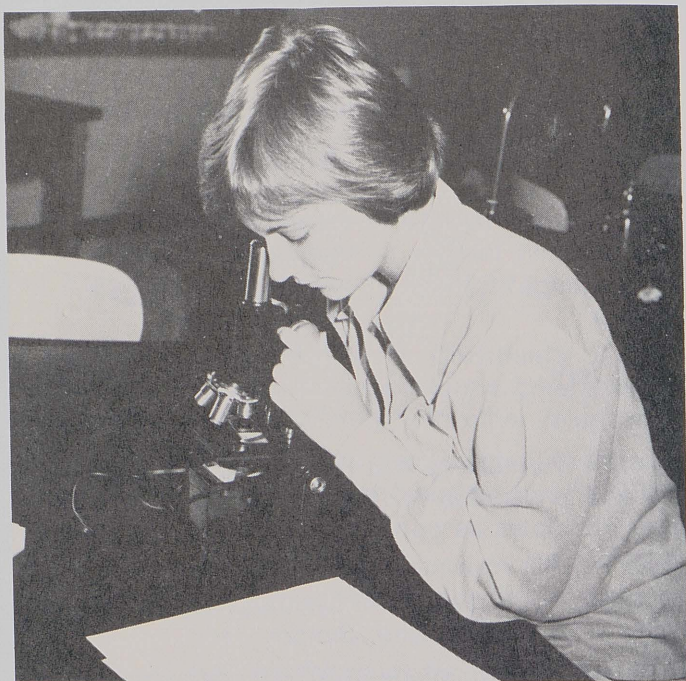
Biology 114A — Microbiology (3-3) The characteristics and activities of microorganisms and their relation to health and disease. **041101**

Biology 114C — Introductory Biology I (3-3) Survey of structures and functions common to living forms. This course also includes the principles of cell biology, classification, reproduction evolution and ecology. **040101**

Biology 114M — Biology I (3-3) Survey of structures and functions common to living forms. Principles of cell biology, classification of life forms and their relationship to man. This course is similar to BIO 114C but places greater emphasis on the relationship of chemistry to biology. Also more outside reading is required. This course is specifically designed for science majors. Formerly taught as a special section of BIO 114C, 1977-1978. **040101**

Biology 124B — General Botany (3-3) An introduction to the plant kingdom with emphasis on the importance of plants to man. **040201**

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.



Biology 124C — Introductory Biology II (3-3) This course places emphasis on the development, structure and function of the organ systems of man. Also included are principles of heredity, ecology and evolution as applied to man.

040101

Biology 124M — Biology II (3-3) This course deals specifically with man; the structure and function of the body and principles of biology, i.e., genetics, evolution, and ecology, as they apply to man. This course is similar to BIO 124C but places greater emphasis on the relationship of chemistry to biology. Also more outside reading is required. This course is specifically designed for science majors. Formerly taught as a special section of BIO 124C, 1977-78.

040101

Biology 224 — Comparative Vertebrate Anatomy (3-4) A comparative study of the morphology, physiology, and phylogenesis of vertebrate organ systems. Required of pre dental, premedical and biology majors. Prerequisite: Biology 114 and 124 or 124B.

041201

Business Administration

ONE YEAR BUSINESS AND COMMERCIAL COURSES

For business students interested in an intensive business course, the Certificate of Proficiency is awarded either in secretarial administration or general business, upon completion of 30 semester hours of work (exclusive of P. E. and Psychology 111). These courses are planned to train the student for work in an office. All courses listed under the suggested plan are required.

SECRETARIAL COURSE

Semester I

BA 113S or BA 123S* - Shorthand
BA 111S or BA 121S - Transcription
BA 113T or BA 123T* - Typing
BA 113F - Secretarial Practice
BA 113R - Business English
BA 113M - Business Machines
Physical Education
Psychology 111

Semester II

BA 123S or BA 213S - Shorthand
BA 121S or BA 211S - Transcription
BA 123T or BA 213T - Typing
BA 123F - Secretarial Practice
BA 113C - Business Correspondence
BA 113A or BA 214 - Accounting
Physical Education

GENERAL BUSINESS COURSE

Semester I

BA 113T or BA 123T* - Typing
BA 113F - Secretarial Practice
BA 113R - Business English
BA 113M - Business Machines
BA 113G - Office Practice
Physical Education
Psychology 111

*Students should be placed in BA 123S or BA 123T if they have had high school credit for typing and shorthand.

BA 111 - Machine Transcription

Semester II

BA 123T or BA 213T - Typing

BA 123F - Secretarial Practice

BA 113C - Business Correspondence

BA 113A or BA 214 - Accounting

BA 113D - Business Mathematics

Physical Education

Electronic Data Processing 111 - Key punch

BUSINESSADMINISTRATION

TWO-YEAR PROGRAMS - ASSOCIATE DEGREE

GENERAL SECRETARIAL PROGRAM

Semester I

BA 113S or BA 123S* - Shorthand

BA 111S or BA 121S - Transcription

BA 113T or BA 123T* - Typing

BA 113F - Secretarial Practice

BA 113R - Business English

BA 113M - Office Machines

Physical Education

Psychology 111

Semester II

BA 123S or BA 213S - Shorthand

BA 121S or BA 211S - Transcription

BA 123T or BA 213T - Typing

BA 123F - Secretarial Practice

BA 113C - Business Correspondence

BA 113D - Business Mathematics

Physical Education

Semester III

BA 213S - Shorthand (If not completed)

BA 211S - Transcription (If not completed)

BA 213T - Typing (If not completed)

BA 113B - Introduction to Business

BA 113G - Office Practice

*Students should be placed in BA 123S or BA 123T if they have had high school credit for typing and shorthand.

BA 113A** or BA 214 - Accounting

If shorthand and typing are completed, the following should be taken:

BA 213L - Business Law

English 113 or English 123

Semester IV

BA 223F - Executive Secretaryship

BA 111 - Machine Transcription

BA 123G - Office Practice

BA 213L - Business Law (If completed take ENG 123)

BA 123A** or BA 224 - Accounting

Electronic Data Processing 111 - Key punch

GENERAL OFFICE PROGRAM

Semester I

BA 113T or BA 123T* - Typing

BA 113F - Secretarial Practice

BA 113R - Business English

BA 113M - Office Machines

Psychology 111

BA 111 - Machine Transcription

Physical Education

Semester II

BA 123T or BA 213T - Typing

BA 123F - Secretarial Practice

BA 113C - Business Correspondence

BA 113D - Business Mathematics

BA 123G - Office Practice

Electronic Data Processing 111 - Key punch

Physical Education

Semester III

BA 213T - Typing (If not completed)

BA 113B - Introduction to Business

BA 113A** or BA 214 - Accounting

BA 213L - Business Law

Economics 213

If typing is completed, the following should be taken:

BA 113G - Office Practice or

*Students should be placed in BA 123S or BA 123T if they have high school credit for typing and shorthand.

**BA 113A and BA 123A do not meet the baccalaureate degree requirements in Accounting.

English 113 or English 123

Semester IV

Speech 223A

English 123

BA 123A** or BA 224 - Accounting

Economics 223 or BA 113E - Personal Finance

Government 223

MEDICAL SECRETARIAL PROGRAM

Semester I

English 113

BA 113S or BA 123S* - Shorthand

BA 111S or BA 121S - Transcription

BA 113T or BA 123T* - Typing

BA 113F - Secretarial Practice

BA 113M - Office Machines

Physical Education

Psychology 111

Semester II

BA 123S or BA 213S - Shorthand

BA 121S or BA 211S - Transcription

BA 123T or BA 213T - Typing

BA 123F - Secretarial Practice

BA 113C - Business Correspondence

BA 113D - Business Mathematics

Physical Education

Semester III

BA 213S - Shorthand (If not completed)

BA 211S - Transcription (If not completed)

BA 213T or BA 223T - Typing

BA 113A or BA 214 - Accounting

Biology 113B - Anatomy and Physiology

History 213

If shorthand is completed, the following should be taken:

English 123

Semester IV

BA 223M - Medical Procedures

*Students should be placed in BA 123S or BA 123T if they have high school credit for typing and shorthand.

**BA 113A and BA 123A do not meet the baccalaureate degree requirements in Accounting.

BA 223S - Specialized Shorthand
BA 221S - Specialized Transcription
BA 123A or BA 224 - Accounting
Biology 123B or 114A or BA 223F - Executive Secretaryship
BA 223T or Elective

LEGAL SECRETARIAL PROGRAM Semester I

English 113
BA 113S or BA 123S* — Shorthand
BA 111S or BA 121S — Transcription
BA 113T or BA 123T* — Typing
BA 113F — Secretarial Practice
BA 113M — Office Machines
Physical Education
Psychology 111

Semester II

BA 123S or BA 213S — Shorthand
BA 121S or BA 211S — Transcription
BA 123T or BA 213T — Typing
BA 123F — Secretarial Practice
BA 113C — Business Correspondence
BA 113D — Business Mathematics
Physical Education

Semester III

English 123
BA 213S — Shorthand (If not completed)
BA 211S — Transcription (If not completed)
BA 113A or BA 214 — Accounting
BA 213T or BA 223T — Typing
BA 213L — Business Law

If shorthand is completed, the following should be taken:

Government 213
History 213

Semester IV

BA 223L — Legal Procedures
BA 223S — Specialized Shorthand
BA 221S — Specialized Transcription
BA 123A or BA 224 — Accounting
BA 223F — Executive Secretaryship or Government 223
BA 223T or Elective

*Students should be placed in BA 123T or BA 123S if they have high school credit for typing and shorthand.

BACHELOR OF BUSINESS ADMINISTRATION (GENERAL PLAN)

Semester I

English 113
History 213
Science*
Mathematics 113*
Speech 113A or 113
Physical Education
Psychology 111

Semester II

English 123
History 223
Science*
Mathematics 113K*
Elective*
Physical Education

Business Administration 111 — Machine Transcription (0-3) A course designed for students to develop a working knowledge of the use of dictating machines. Students produce mailable transcripts from machine dictation.

Prerequisite: BA 113T.

051404

Business Administration 113 — Oil and Gas Law (3-0) A course designed for those employed in petroleum production, leasing, scouting and other oil industry activities.

050154

Business Administration 113A — Elementary Accounting (3-0) Fundamental principles of double-entry bookkeeping. Emphasis is given to accounting cycle for service and mercantile businesses. Areas covered include journals, ledgers, trial balance, worksheet, adjusting and closing entries. A practice set is included.

9421

Business Administration 123A — Elementary Accounting (3-0) A continuation of BA 113A. Emphasis is given to receivable, payables, merchandise, deferrals, accruals, plant assets, depreciation, systems and control, and payroll. A practice set is included.

Prerequisite: Business Administration 113A

9421

Business Administration 113B — Introduction to Business (3-0) A general business course designed to give the student an understanding of the fundamental principles of business operation.

050101

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

Business Administration 113C — Business Correspondence (3-0)

This is a study of communications in modern business with emphasis on the business letter. The organization of all types of business letter, paragraph development, use of punctuation, numbers, capitals etc., are stressed.

051423**Business Administration 113D — Business Mathematics (3-0)**

This course covers the simpler exercises and problems of everyday business calculations — including such topics as the use of aliquot parts, practice on short methods of calculation, fractions, percentage, interest and discount, bonds, depreciation, social security, taxes, property taxes, insurance and stocks.

170101**Business Administration 113F - 123F — Secretarial Practice (3-0)**

A course designed for students who are interested in the secretarial field. It covers office ethics, duplicating machines, transcribing machines, filing and postal information; practice is given in interviewing callers, attending business conferences, and in telephone techniques.

051421

Business Administration 113G — Office Practice (3-0) Development of knowledges and skills in payroll, business forms, and posting-bookkeeping machines.

051422

Business Administration 123G — Office Practice (3-0) Business etiquette, personality development, and group and individual office contracts are discussed.

051422

Business Administration 113M — Office Machines (3-0) A course planned to develop in the student a working knowledge of calculating machines and business mathematics, with emphasis on the touch system for rapid calculations.

051424

Business Administration 113R — Business English (3-0) Fundamentals of grammar, punctuation and sentence structure as employed in written business communications. Work study; sentence analysis; punctuation; paragraphing; planning.

051423**Business Administration 113S — Elementary Shorthand (3-3)**

Introduction of principles of Gregg Shorthand, Diamond Jubilee series. Includes development of ability to read and write shorthand outlines. Attention is given to the improvement of shorthand characters and phrasing skills.

051401

Business Administration 111S — Elementary Transcription (0-3) Must be taken concurrently with B. A. 113S. The purpose of

this course is to introduce students to the standards necessary in producing mailable transcripts, grammar, spelling, and punctuation correctness and use of forceful English.

051403

Business Administration 113T — Beginning Typewriting (1-5) A beginner's course in typewriting. Exercises for the mastery of the keyboard by the touch system, instruction in the care of the machine, introduction of form and arrangement of simple business letters, and simple centering, tabulation, and manuscripts.

051411

Business Administration 123T — Intermediate Typewriting (1-5) For those students who have had typewriting in high school or who have had BA 113T. Preparation of business letter, typing of business letter, tabulating of materials, typing of manuscripts.

051411

Business Administration 213T — Advanced Typewriting (1-5) This course includes business reports, business documents, legal documents, tabulation, statistical material, manuscripts, cutting stencils, various forms of business letters and a continued emphasis upon typing speed and efficiency.

051412

Business Administration 113V — Beginning Typewriting (2-2) A beginner's course in typewriting. Exercises for the mastery of the keyboard by the touch system, instruction in the care of the machine, introduction of form and arrangement of simple business letters, and simple centering, tabulation, and manuscripts.

051411

Business Administration 123V — Intermediate Typewriting (2-1) For those students who have had typewriting in high school or who have had BA 113T. Preparation of business letter, typing of business letter, tabulating materials, and typing of manuscripts.

051412

Business Administration 213V — Advanced Typewriting (2-1) This course includes business reports, business documents, legal documents, tabulation, statistical material, manuscripts, cutting stencils, various forms of business letters and a continued emphasis upon typing speed and efficiency.

051412

Business Administration 123B — Federal Tax Accounting (3-0) This course deals primarily with the current federal income tax laws. While some attention is given to the economic, social and historic viewpoints, major emphasis is placed on the technical

and accounting aspects, including the preparation of income tax returns.

Prerequisite: Instructor's consent.

050206

Business Administration 123S — Intermediate Shorthand (3-3)

Prerequisite: Satisfactory completion of B. A. 113S and B. A. 111S or one year of shorthand in high school; satisfactory completion of B. A. 113T or one year of typing in high school. Application of principles of Gregg Shorthand to develop the ability to take and accurately transcribe shorthand notes at increased dictation speeds.

051401

Business Administration 121S — Intermediate Transcription (0-3)

Must be taken concurrently with B. A. 123S. This course is required to attain proficiency in mailable transcriptions. Emphasis is given to vocabulary building and timed typewritten transcription of shorthand notes for mailable letters.

051403

Business Administration 213S — Advanced Shorthand (3-3)

Prerequisite: Satisfactory completion of B. A. 123S and 121S. Further development of shorthand skills to attain proficiency required for stenographic work. Emphasis on speed building and specialized dictation of various professions.

051402

Business Administration 211S — Advanced Transcription (0-3)

Must be taken concurrently with B. A. 213S. This course is required to attain proficiency in mailable transcriptions. Emphasis is upon specialized dictation, mailable transcriptions, and vocabulary building. Development of high-level skill in production work in order to meet office standards.

051404

Business Administration 223S — Specialized Shorthand (3-3)

Prerequisite: Satisfactory completion of B. A. 213S. Proficiency in taking all types of office materials from dictation is emphasized. Students may elect to specialize in any three secretarial areas: executive, legal, or medical.

051402

Business Administration 221S — Specialized Transcription (0-3)

Must be taken concurrently with B. A. 223S. This course is required to attain proficiency in dictation and transcription of legal documents, medical records and forms, and executive correspondence and materials.

051404

Business Administration 213L — Business Law (3-0) Fundamentals, contracts, agency, negotiable instruments, proper-

ty, and real estate. General principles involving law or bailments, sales, conditional sales, agency, negotiable instruments as they appear in actual cases illustrating practical business problems.

050103

Business Administration 213N — Salesmanship (3-0) A course dealing with the principles of personal salesmanship, with a study of methods, problems, and routine duties of a salesman.

050901

Business Administration 223F — Executive Secretaryship (2-3) A course which analyzes the many diversified responsibilities of an executive secretary as an office supervisor.

This study emphasizes secretarial alertness to office problems, as well as the awareness of modern techniques in office management, case studies of secretarial procedure in the different business organizations, and the application of business ethics and office etiquettes.

This course is primarily designed for those sophomore secretarial students who have credit for college secretarial practice and advanced college shorthand during the freshman year.

Other students may be admitted with consent of the business faculty.

051404

Business Administration 223L — Secretarial Procedures (Legal) (3-2) This course emphasizes the professional rather than the purely routine or clerical aspects of the work of the legal secretary because of the tremendous need for improved professional standards for legal secretaries. This course is designed to fill a void in education for the legal secretarial profession.

051404

Business Administration 223M — Secretarial Procedures (Medical) (3-2) This course emphasizes the professional rather than the purely routine or clerical aspects of the work of the medical secretary because of the tremendous need for improved professional standards for medical secretaries. This course is designed to fill a void in education for the medical secretarial profession.

051404

Business Administration 223T — Specialized Typewriting (1-5) Legal or Medical typing is designed to give secretarial students backgrounds in the field of legal typing or medical typing as well as to sharpen and refresh the skills of the inservice legal or medical secretaries. Legal typewriting stresses typing of legal

documents, correspondence and terminology drills. Medical typing emphasizes medical terminology, case histories, correspondence, forms and articles. **051412**

Business Administration 214* — Principles of Accounting (3-3)

Study areas include: fundamentals of double-entry bookkeeping; the accounting cycle for service and merchandise businesses; journals; ledgers; worksheet; adjusting, closing, and reversing entries; receivables and payables; payroll accounting; depreciation and other asset valuations. Practice set. **050201**

Business Administration 224 — Principles of Accounting (3-3)**

Study areas include: partnership accounting; corporation accounting with emphasis on common and preferred stock, bonds, and investments; departments and branches; cost systems, standard costs, and budgeting; special analysis of financial statements; working capital, cash flow, and consolidated statements; managerial decisions based on accounting data. **050201**

*Required in baccalaureate degree programs in Business Administration.

**Prerequisite — BA 214

Chemistry

PRE-MEDICINE, PRE-DENTISTRY CURRICULUM

Semester I

English 113
History 213
Chemistry 114
Biology 114C
Mathematics 113A*
Physical Education
Psychology 111

Semester II

English 123
History 223
Chemistry 124
Biology 124C
Mathematics 113B*
Physical Education

See also the Bachelor of Science plan in the Biology section of this catalog.

Chemistry 113 — Introductory Chemistry (3-2) Non-technical course which meets the needs of those who do not expect to specialize in science, engineering or medicine. The course content is devoted to a survey of the principles of inorganic chemistry. Must be followed by Chemistry 123 to satisfy a Physical Science requirement. **190501**

Chemistry 123 — Introductory Chemistry (3-2) A continuation of Chemistry 113. Subject matter includes an introduction to the fields of organic and biochemistry.

Prerequisite: Chemistry 113.

190501

Chemistry 113D — Elementary Chemistry (3-2) A one semester course covering elementary inorganic, organic and biochemistry. Especially suited to those persons interested in Dental Hygiene.

Note: Neither Chemistry 113-123, 113D, nor 114A can be substituted for Chemistry 114-124 in meeting prerequisites in scientific curricula. **190501**

Chemistry 114 — General Chemistry (3-4) A course serving the prerequisite requirement for engineering, medicine, dentistry, and other professional courses requiring advance work in chemistry. Lectures, demonstrations, and laboratory work sufficient for an understanding of fundamental principles. Laboratory work includes introduction to quantitative and volumetric analysis. **190502**

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plans for Semesters III and IV.

Chemistry 114A Elementary Chemistry (3-4) A one semester course that serves to introduce the student to the essentials of inorganic, organic, and biological chemistry. Special emphasis is given to those principles which are of importance to the paramedical student. **190501**

Chemistry 124 — General Chemistry (3-4) A continuation of Chemistry 114, requiring study of equilibrium, acid-base concepts, and qualitative analysis.

Prerequisite: Chemistry 114.

190502

Chemistry 214 — Organic Chemistry (3-4) An introduction to the chemistry of the compounds of carbon for science majors. The reactions of aliphatic and aromatic compounds are considered in terms of carbonium ion, carbanion and free radical reaction mechanisms. Stereochemistry and molecular conformations are also considered. Laboratory work offers opportunity for the student to familiarize himself with reactions, properties, and relations of typical organic compounds.

Prerequisite: Chemistry 124.

190701

Chemistry 224 — Organic Chemistry (3-4) A continuation of Chemistry 214, requiring study of carboxylic and sulfonic acids, amines, ethers and phenols. Carbonyl and polyfunctional compounds are also considered.

Prerequisite: Chemistry 214.

190701



COMPUTER SCIENCE

6021

The College offers one and two year programs leading to Certificates of Proficiency and a two year programming leading to an Associate in Applied Science Degree.

The one year program leading to a Certificate of Proficiency prepares the student for employment in the fields of computer operations, data preparation, and data entry.

The two year program leading to a Certificate of Proficiency prepares the student for employment in a business programming environment. To qualify for this certificate, the student must satisfactorily complete the computer science courses offered in the two year degree program.

The two year program leading to the Associate of Applied Science Degree serves the multiple tasks of preparing the student for employment as a programmer in a business environment and may be applied to help satisfy the requirements for advanced study.

ONE YEAR PROGRAM — CERTIFICATE OF PROFICIENCY

Semester I

ENG 113 — Composition and Rhetoric
BA 113B — Introduction to Business
BA 113A — Elementary Accounting
CS 111 — Data Entry I
CS 111A — Introduction to Computer Operations
CS 112A — Introduction to Computer Programming
CS 113A — Introduction to Computers
PSY 111 — Freshman Orientation

Semester II

ENG 223B — Technical Report Writing
BA 123A — Elementary Accounting
CS 121 — Data Entry II
CS 123B — Computer Operating Systems
CS 123C — Management Computer Use

or

Approved Elective
CS 123D — DOS Utilities

Suggested Electives: CS 213S, CS 223F, CS 223E, ECO 213, History, Government, or MMG 113S.

TWO YEAR PROGRAM — ASSOCIATE IN APPLIED SCIENCE**Semester I**

ENG 113 — Composition and Rhetoric
BA 113B — Introduction to Business
BA 113A — Elementary Accounting
CS 111 — Data Entry I
CS 111A — Introduction to Computer Operations
CS 112A — Introduction to Computer Programming
CS 113A — Introduction to Computers
PSY 111 — Freshman Orientation

Semester II

ENG 223B — Technical Report Writing
BA 123A — Elementary Accounting
CS 123C — Management Computer Use
or
Approved Elective
CS 123E — Assembly Language
CS 123R — RPG II Programming

Semester III

CS 213A — Advanced Programming
CS 213B — Systems and Procedures
CS 213R — Advanced RPG II Programming
CS 213S — Survey of Computing
or
Approved Elective
Approved Elective

Semester IV

CS 223A — Systems Programming
CS 223B — Systems and Procedures II
CS 223C — Computer Language I
CS 223E — Special Topics
or
Approved Elective
CS 223F — Computer Programming: BASIC Language
or
Approved Elective

Suggested Electives: BA 213L, MMG 113B, SPH 223A, History,
or Government.

Computer Science 111 — Data Entry I (1-1) Basic fundamentals of keyboard, keypunch simulation, video display unit; instruction procedures for data entry.

Computer Science 111A — Introduction to Computer Operations (1-2) A course in computer operations to acquaint students with serial batch, multiprogramming, time-sharing and real-time type computer operating systems.

Computer Science 112A — Introduction to Computer Programming (2-1) An introduction to beginning programming techniques using Assembler Language. Includes flowcharting, record layouts, documentation, addressing concepts, data representation and instruction formats.

Computer Science 113A — Introduction to Computers (3-0) An introduction to computer concepts basic to all computers, such as magnetic storage, number systems, internal operations, information retrieval.

Computer Science 123E — Assembly Language (3-3) A detailed study of assembler language programming utilizing data manipulation, editing, control macros, debugging and advanced programming techniques.

Prerequisite: CS 112 or permission of instructor.

Computer Science 121 — Data Entry II (1-1) A course designed to attain proficiency in operating video display unit, keypunch simulation, verification of input and information retrieval; emphasis on accuracy and volume.

Prerequisite: Data Entry I (CS 111).

Computer Science 123B — Computer Operating Systems (3-3) Individual instruction and operations of computer operating procedure; study of supervisor, job control, link edit, file maintenance, compilations.

Computer Science 123C — Management Computer Use (3-0) A study of computer equipment and techniques designed specifically to create better communications between non-technical management and computer technicians at all levels. In addition, computer implications for business and society are investigated.

Computer Science 123D — DOS Utilities (3-0) A study of vendor supplied utility programs with emphasis placed on format and preparation. An introduction to DOS Job Control, disk, and card concepts vital to operators and programmers.

Computer Science 123R — RPG II Programming (3-3) Introduction to Business Programming using RPG II language. Covers file definitions, input calculations, and output specifications. Techniques for debugging RPG II programs.

Prerequisite: CS 113A or consent of instructor.

Computer Science 213A — Advanced Programming (3-3) Business report preparation through the use of ANSI COBOL. Stresses the use of basic COBOL Module Statements which are available in all standard COBOL compilers. Several COBOL programs are written, compiled, debugged, documented, and put into operation by the student.

Prerequisite: CS 123A or consent of the instructor.

Computer Science 213B — Systems and Procedures I (3-0) Systems fundamentals, communication within organizations, business systems, revision, design, and documentation.

Prerequisite: CS 113A or consent of instructor.

Computer Science 213R — Advanced RPG II Programming (3-3) Exception operations, array and table handling specifications, updating and the use of sequential and index sequential access method files. Presentation of subroutines and complex RPG II optional statements.

Prerequisite: CS 123R or consent of instructor.

Computer Science 213S — Survey of Computing (3-0) This course is designed to acquaint the electronic technician with the non-hardware aspects of computers and how these relate to the internal circuitry and logic. A programming language is introduced and selected instructions and operations are followed from the problem conception through the functioning of the circuitry.

Computer Science 223A — Systems Programming (3-3) A continuation of the study of the COBOL Language with emphasis on systems design to achieve the maximum efficiency from interaction of the programs and utilities necessary to the operation and maintenance of a complete system, such as, accounts receivable, payroll, or inventory. Student must write, compile, test, and document all programs necessary to the proper function of one of these systems, including exception reports.

Prerequisite: CS 213A or consent of the instructor.

Computer Science 223B — Systems and Procedures II (3-0) A continuation of CS 213B, covering specialized techniques allied with integrated data processing, total systems concepts, and computer applications to accounting systems.

Prerequisite: CS 213B or consent of the instructor.

Computer Science 223C — Computer Language I (3-3) Detailed study of FORTRAN IV programming. Concepts include basic instructions, functions and subprograms. Laboratory applications of business, engineering and scientific programming problems.

Prerequisite: CS 113A or consent of instructor.

Computer Science 223E — Special Topics (3-0) Topics taught in this course will be at the discretion of the department and will reflect the current practices and equipment in the computing field.

Computer Science 223F — Computer Programming: BASIC Language (3-3) Detailed study of BASIC language programming. Concepts include BASIC instructions, programming logic, functions, and interactive programming. Laboratory applications of business, engineering, scientific, and gaming problems.

Criminal Justice 7021

Students successfully completing this program receive the Associate-in-Applied-Science Degree.

This course provides a survey of police problems, crime trends and statistics, organization and jurisdiction of local, state and federal enforcement agencies. Surveys of professional opportunities and personal qualifications are studied. The course is a basic orientation designed to provide the student with a complete evaluation of the European and American police systems. The student is introduced to a general history of police systems which serves as a frame of reference in analyzing trends in the modern police service.

CRIMINAL JUSTICE CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric

HST 213 — History of the United States

CJ 113 — Introduction to Criminal Justice

CJ 113B — Police Organization and Administration

CJ 113C* — Probation and Parole

PSY 111 — Freshman Orientation

Semester II

ENG 123 — Composition and Rhetoric

HST 223 — History of the United States

SPH 223A — Business and Professional Speaking

CJ 123B — Police Role in Crime & Delinquency

CJ 123C* — Patrol Administration

or

CJ 123D — Criminology

Semester III

PSY 213 — Introduction to Psychology

GOV 213 — American Government

SOC 213 — Introduction to Sociology

or

CJ 213C* — Criminalistics

CJ 213A — Criminal Investigation

CJ 213B — Legal Aspects of Criminal Justice

Semester IV

GOV 223 — National and State Government

SOC 223 — Social Problems

or

CJ 223E* — Police Defense Tactics

CJ 223B* — Traffic Planning and Administration

CJ 223C — Criminal Procedure and Evidence

CJ 223D — Police Community Relations

Criminal Justice 113 — Introduction to Criminal Justice (3-0)

The philosophy and history of Criminal Justice is studied. It includes a survey of police problems and crimes. Organization and jurisdiction of local, state and federal enforcement agencies and a survey of professional qualifications and opportunities.

Criminal Justice 113B — Police Organization and Administration (3-0) The principles of organization, administration and functioning of police departments are studied. This includes personnel policies, operating division policies and command of the department as a whole.

Criminal Justice 113C — Probation and Parole (3-0) This course is designed as an introduction to the many faceted sub-

ject of criminal corrections. Through this survey course the student will be exposed to the historical development of this integral part of today's criminal justice system.

Criminal Justice 123B — Police Role in Crime and Delinquency (3-0) Juvenile criminal behavior will be studied to provide an insight into casual factors, precipitating forces, and opportunities for the commission of criminal or delinquent acts. The techniques, responsibilities, and capabilities of police organization in the area of delinquency prevention will be developed.

Criminal Justice 123C — Patrol Administration (3-0) To acquire a basic philosophy and history of systems dealing with patrol functions, to study the principles of organization and function to the patrol operation so that the students may have an overview of the role of the patrol function in today's society.

Criminal Justice 123D — Criminology (3-0) The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

Criminal Justice 213A — Criminal Investigation (3-0) Theories and concepts of the investigator's role in modern criminal investigation are studied. Basic skills necessary in conducting and investigation, developing sources of information, the collection and preservation of evidence and preparation of reports are developed.

Criminal Justice 213B — Legal Aspects of Criminal Justice (3-0) This course covers a brief history and philosophy of modern law which includes the structures, definition and application of commonly used penal statutes and leading case laws. It also includes a review of the elements of crimes, laws and arrest, search and seizure.

Criminal Justice 213C — Criminalistics (3-1) Theories and concepts of the police laboratory in a modern police department is studied. Training in preservation of evidence; fingerprinting; and other police laboratory equipment is emphasized.

Criminal Justice 223B — Traffic Planning and Administration (3-0) This course is designed to provide the student with an understanding of the magnitude and complexities of the traffic problem. On successful completion he will have a working knowledge of the methods and techniques used by the various agencies to eliminate or to control these problems. This course will enable the student to evaluate any program with which he

may come in contact and will also put him in a position to offer constructive criticism and remedies.

Criminal Justice 223C — Criminal Procedure and Evidence (3-0)

Introduction to the rules governing the admissibility of evidence and types of evidence; criminal procedure in various courts, review of the Texas Code of Criminal Procedure, including laws of arrest, search and seizure, and leading case laws on each topic.

Criminal Justice 223D — Police Community Relations (3-0)

The role of the individual officer in achieving and maintaining positive public response; inter-group relations and public information.

Criminal Justice 223E — Police Defense Tactics (3-3)

This course is designed to provide the student an opportunity to acquire knowledge of the art of police defense tactics. Emphasis is placed on firearms, come-along holds, self-defense techniques, baton techniques, search of prisoner techniques, basic exercises, range procedures, and the F. B. I. Pistol course.

Prerequisite: Criminal Justice Sophomores in the last semester must be medically qualified for police work. Students provide their own weapons. Ammunition will be furnished by the school. No person with a felony conviction will be allowed to enroll in this class.

Dental Assisting

8023

The Dental Assisting Program is a two semester and one summer term curriculum which starts each year in the summer only. It is open to applicants who meet college admission requirements and are selected by an Admissions Committee of the program. Students transferring from another institution or from another college must have a C average. On satisfactory completion of the program the student is awarded a Certificate of Proficiency in Dental Assisting.

Dental assistants are auxiliary personnel to the dental profession. This program provides the student with an understanding of the function of the dental assistant on the dental health team. It familiarizes the student with the basic qualities desired in an ideal dental assistant and provides the student

with specific information relative to the development and growth of teeth, anatomy of the face and head, oral hygiene and oral diseases. The student is taught proper methods of office management, chair assisting, dental radiology, dental laboratory techniques and sterilization and the knowledge and skills required to qualify for the national certification examination sponsored by the American Dental Assistants Association. Individuals trained as dental assistants can be employed immediately on completion of their education. Licensure is not required.

Each year the class is limited to 20 students due to limited teaching facilities. The Admissions Committee selects the class on the basis of high school records, ACTP results and a personal interview.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

A Dental Assisting student cannot graduate unless he maintains an over-all "C" average and has a minimum of a "C" average in Dental Assisting.

DENTAL ASSISTING CURRICULUM

Summer Session

ENG 113 — Composition and Rhetoric

SPH 113A — Fundamentals of Speech

Semester I

DA 112 — Orientation of Dentistry

DA 112A — Principles of Dental Assisting

DA 112B — Practice Administration

DA 113 — Introductory Dental Science

DA 113A — Dental Anatomy

DA 113B — Dental Radiography

PSY 111 — Freshman Orientation

Semester II

PSY 213 — Introductory Psychology

ENG 223B — Technical Report Writing

DA 122 — Specialized Dental Assisting

DA 123 — Oral anatomy and Physiology

DA 123B — Practicum in Dental Assisting

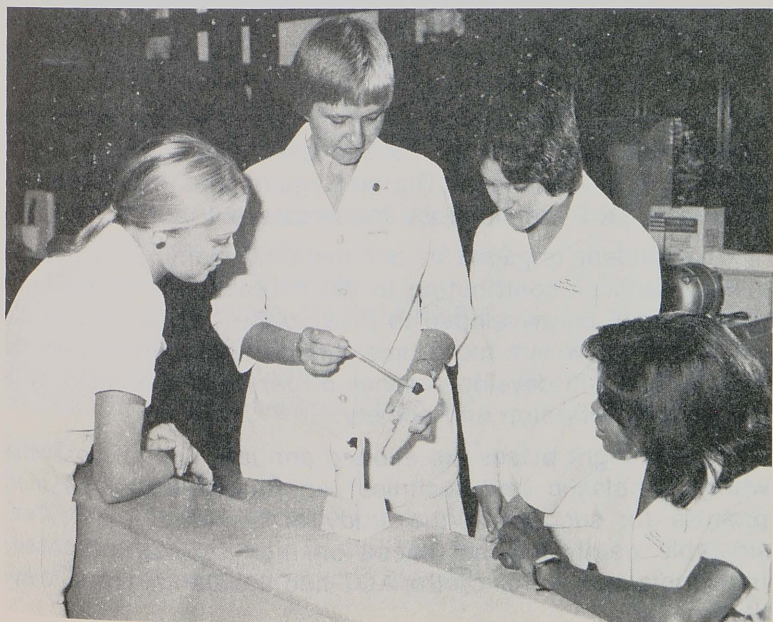
Dental Assisting 112 — Orientation of Dentistry (2-0) The study of personal and oral health. Introduction to patient education, preventive dentistry, nutrition, and pharmacology.

Dental Assisting 112A — Principles of Dental Assisting (2-4) A detailed study of the art of dental assisting. This course covers the role and duties of the dental assistant in the dental operator and the study of dental ethics, first aid, chairside techniques, and trains the student in these areas. No prerequisites.

Dental Assisting 112B — Practice Administration (2-0) The study of business office procedures, management, and legal aspects of dentistry.

Dental Assisting 113 — Introductory Dental Science (2-4) An introduction to the dental laboratory, which includes the study of techniques, materials, chemical properties of materials, equipment, systems of measurements and laboratory safety, both with theory and practical application.

Dental Assisting 113A — Dental Anatomy (3-0) This course covers the detailed study of the formation and development of the structures of the teeth. No prerequisites.



Dental Assisting 113B — Dental Radiography (2-3) This course covers the study of the history, terminology, theory of radiography, care and safety measure of X-ray equipment, radiation hazards and safety precautions of patient and operator, techniques of exposing, processing and mounting full mouth X-rays, use of open and closed cones.

Dental Assisting 123 — Oral Anatomy & Physiology (3-0) A detailed study of the anatomy of the head and neck with emphasis on oral structures, their function and pathology as related to the complete human anatomy.

Dental Assisting 123B — Practicum in Dental Assisting (0-24) This course covers the practice of dental assisting in private dental offices and trains the dental assistant in chairside assisting as well as general office duties, laboratory procedures, and care of equipment.

Dental Assisting 122 — Specialized Dental Assisting (2-0) A detailed study in dental specialties, the use of anesthetic agents and the dental assistant's role in the administration. The study of anesthesia and oral surgery, operative dentistry, pedodontics, endodontics, and orthodontics, and the other specialties in Dentistry.

Dental Hygiene

8034

This program provides a two-year course of theoretical and professional training at the college level, leading to the degree of Associate-in-Science in Dental Hygiene and to the State and National Board examinations for licensure.

The student engages in occupational training to perform clinical services contributing to the maintenance of good oral health. Skills are developed to provide the dentist with the aid which will allow him more time for the treatment of patients. The student will develop a sense of personal responsibility to the dental profession and society.

Twenty-eight places are allotted annually to the candidates whose scholastic and technical aptitudes show the most promise for success in the study of Dental Hygiene. Considerable weight will be placed on high school and college transcripts and scores on the ACT and the Dental Hygiene Aptitude Test.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

A Dental Hygiene student cannot graduate unless he maintains an overall C average and has a minimum of a C in all Dental Hygiene courses.

DENTAL HYGIENE CURRICULUM

Semester I

- DH 113R — Dental Hygiene Radiography
- DH 114 — Oral Anatomy and Physiology
- DH 114C — Dental Hygiene Clinic I
- BIO 113B — Anatomy and Physiology
- BIO 114A — Microbiology

Semester II

- DH 122A — Pathology
- DH 124C — Dental Hygiene Clinic II
- DH 123 — Oral Histology and Embryology
- BIO 123B — Anatomy and Physiology
- CHM 113D — Elementary Chemistry

Summer School I

- ENG 113 — Composition and Rhetoric
- PSY 213 — Introduction to Psychology

Summer School II

- ENG 123 — Composition and Rhetoric
- SOC 213 — Introductory Sociology

Semester III

- DH 211G — Graphic and Audio Visuals
- DH 212 — Pharmacology
- DH 212D — Clinical Nutrition
- DH 212H — Community Dental Health I
- DH 212P — Periodontology
- DH 214 — Dental Materials
- DH 215C — Dental Hygiene Clinic III

Semester IV

- DH 221S — Seminar
- DH 225C — Dental Hygiene Clinic IV
- DH 223H — Community Dental Health II
- SPH 113A — Fundamentals of Speech

Dental Hygiene 113R — Dental Hygiene Radiography (2-3) The course is designed to acquaint the student with the principles of x-ray, accepted x-ray techniques, safety precautions for the patient and operator, and processing and mounting procedures. Bisecting angle and paralleling techniques are demonstrated and practiced with the usage of radiographic surveys incorporated into the total patient treatment plan.

Dental Hygiene 114 — Oral Anatomy and Physiology (3-2) This course is designed to acquaint the student with the normal clinical appearance and functions of anatomical structures of oral cavity, head, and neck.

Dental Hygiene 114C — Dental Hygiene Clinic I (2-6) This course is designed to acquaint the students with the operatory, to teach the theory and principles of instrumentation, and all other supplementary procedures.

Dental Hygiene 122A — Pathology (2-0) This course will enable the student to demonstrate a basic knowledge of pathological terminology, general principles of pathology and diseases of the human body with terminology, general principles of pathology and diseases of the human body with emphasis on pathological conditions most relevant to the practice of dental hygiene.

Dental Hygiene 124C — Dental Hygiene Clinic II (1-9) Practical application of the principles learned in Clinic I begins with clinical practice on patients. Basic instrumentation principles are practiced and other supplementary procedures are demonstrated and put into practice as students see patients.

Dental Hygiene 123 — Oral Histology and Embryology (3-0) This course is designed to enable the student to identify and understand the microanatomy of the structures of the oral cavity, their development and function.

Dental Hygiene 211G — Graphics and Audio Visuals (1-1) This course will aid the student in understanding the basic principles of planning, design, lay-out, and other audio-visual aids, in order to demonstrate proficient skills in graphics and use of audio-visual equipment.

Dental Hygiene 212 — Pharmacology (2-0) This course will acquaint the student with the basic concepts of pharmacology and its relationship to dentistry.

Dental Hygiene 212D — Clinical Nutrition (2-0) This course will aid the student in understanding the basic concepts and scien-



tific knowledge concerning nutrients and food with specific emphasis on nutrition in dentistry and its effect on the oral and para-oral structures.

Dental Hygiene 212H — Community Dental Health I (2-1) A study of methods and materials used in dental health, including the basic principles of education and the psychology of learning and motivation, with special emphasis on community service projects. This will enable the student to be qualified to serve as a dental health educator to patients in the practice of dental hygiene, teaching in a school system, and in the community.

Dental Hygiene 212P — Periodontology (2-0) This course is designed to enable the student to understand and recognize the anatomy and physiology of the normal periodontium, the etiology of periodontal disease, and preventive periodontal practices.

Dental Hygiene 214 — Dental Materials (3-2) This course will enable the student to satisfactorily identify and understand the properties, manipulation, application and maintenance of the materials used in dentistry.

Dental Hygiene 215C — Dental Hygiene Clinic III (1-13) Application of principles and skills are developed which are learned in Clinic I and Clinic II. Students will demonstrate instrumentation proficiency and supplementary procedures on a specified number of patients.

Dental Hygiene 221S — Seminar (1-0) This course is designed to aid the students in learning how their course work is clinically oriented. Students are also encouraged to discuss clinical problems and situations to which solutions may be found by open discussion.

Dental Hygiene 225C — Dental Hygiene Clinic IV (1-13) A continuation of Clinic III.

Dental Hygiene 223H — Community Dental Health II (2-2) A continuation of Community Dental Health I.

Developmental Studies

Courses numbered lower than 100 will not count toward graduation on an associate degree.

Developmental Studies 093 — Introduction to Natural Sciences (3-0) A developmental course for the non-science major utilizing selected topics of Biological Science, principally related to the anatomy and physiology of man programmed, self-paced materials may be utilized to allow students to progress at their own rate.

040091

Developmental Studies 083 — Introduction to Fine and Applied Arts (3-0) An introductory course designed to give the student a fundamental understanding of the creation and appreciation of diverse modes of communicating ideas and emotions through different mediums, within the context of Fine and Applied Arts. Provision for special activities (special projects, field trips, etc.) will ensure that a culturally heterogeneous student group may concentrate on building upon, learning and sharing expressive experiences unique to the student's cultural heritage.

100091

Developmental Studies 073 — Developmental Speech An introductory course emphasizing structure and different techni-

ques of presentation, as well as principles and methods of discussion. Designed to identify deficiencies and strengths, and to develop and improve interpersonal skills and the student's ability to communicate through effective speech. **150093**

Developmental Studies 063 — College Study Skills (3-0) Designed for improvement of study systems. Emphasis is placed on high-level study skills and the improvement of time management, effective listening and note-taking, marking texts, learning through media, concentration, retention of information and taking examinations. **150094**

Developmental Studies 053 — Human Development (3-0) A course employing the basic principles of psychology, designed to help the student identify personal strengths and career interests, and to develop those interpersonal skills necessary for functioning in the student's chosen field or vocation. Care is taken to identify and build upon the student's strengths, especially as these are related to diverse cultural and/or native language capabilities, that may help assure success in the student's chosen field or vocation. **200091**

Developmental Studies 043 — Introduction to American Institutions (3-0) An introduction to contemporary American social, economic and political institutions, with emphasis on foundations of civil liberty and the individual's rights and responsibilities relative to equality and citizenship in a free society. **220091**

Drafting

8622

The curriculum in Drafting is designed to qualify the student for professional work in the many areas of drafting. Upon completion of the required two-year plan, he receives an Associate-in-Applied-Science Degree.

DRAFTING CURRICULUM

Semester I

DFT 113A — Engineering Drawing

DFT 113B — Freehand Drawing

DFT 223A — Manufacturing Design, Materials and Processing

ENG 113 — Composition and Rhetoric

MTH 113E* — Applied Mathematics I

PSY 111 — Freshman Orientation

Semester II

DFT 123A — Architectural Drawing

DFT 123B — Mechanical Drawing

DFT 213D — Descriptive Geometry

ENG 223B — Technical Report Writing

MTH 123E* — Applied Mathematics II

Semester III

DFT 213P — Pipe Drafting

DFT 223S — Structural Drafting

DFT 223E — Electronic Drafting

PHY 113D — Industrial Strength of Materials

MTH 113B* — Trigonometry

Semester IV

DFT 223B — Map Drafting

DFT 223C — Plane Surveying

DFT 223D — Computer Graphics and Design Problems

SPH 223A — Business and Professional Speaking

Approved Elective**

Drafting 111 — Blueprint Reading (1-0) Interpretation of blueprints with emphasis on the obtaining of information from mechanical and electronic blueprints for Petroleum Technology majors. 9421

Drafting 113A — Engineering Drawing (2-4) A course designed to cover the basic requirements for an engineering degree with extra emphasis put on drafting skills. The material covered includes lettering, instruments and their use, applied geometry, orthographic freehand and instrument drawings, auxiliary views, sections and conventions, pictorial drawings, dimensions and notes, threads and fasteners, working drawings, charts, graphs and diagrams. Term project — a set of working drawings of a piece of equipment having three or more parts.

Drafting 113B — Freehand Drawing (2-4) A course designed for the draftsman to develop the skill to do good orthographic and pictorial freehand drawings. Air brush techniques, charts,

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Suggested Electives: History, Government, Mid-Management 113C (Human Relations in Management), Surveying 223B (Legal Principles of Boundary Location), Mid-Management 221.

graphs, and diagrams are also included. Several types of pictorial drawings will be studied and practiced, such as Axonometric, (Trimetric, Diametric, Isometric), Oblique (Cavalier, Cabinet, and projection). Perspective (1, 2, and 3 point perspective and the measuring point method). Pictorial sectional and exploded drawings will be stressed along with product illustration.

Drafting 123A — Architectural Drawing (2-4) A course in home planning with emphasis on details. A complete set of plans for a one-story home is required with specification requirements.

Drafting 123B — Mechanical Drawing (2-4) A second course in Mechanical Drawing. A further study into fundamentals such as keys, springs, gears, cams, jigs and fixtures. Emphasis is placed on the use of the American Standards, Machinery Handbook & Appendix to acquaint the student with industrial practices in making details, assembler and isometric drawings.

Prerequisite: Drafting 113A or Engineering 112, or consent of instructor.

Drafting 123R — Drafting for Real Estate Studies (2-2) Interpretation of Architectural plans and specifications. Field work including actual measurements of site and structure and calculations of area / volume therein. Map drafting emphasizing lettering, symbols, scales, lease maps, by coordinants and from surveying notes. Use of the planimeter, calculator, and computer calculations.

Drafting 213D — Descriptive Geometry (2-4) A course involving the principles and application of orthographic projection; space relations of points, lines, and surfaces; the true length of lines in space; space surfaces and intersections and developments; intersections of curved surfaces, cylinders, cones, and spheres; highway, geology and mining problems.

Prerequisite: Drafting 113A or Engineering 112, or consent of instructor.

Drafting 213P — Pipe Drafting (2-4) This course includes pipe terminology, fittings, flow diagrams, piping design notes and plans, processing equipment, isometric and theory problems with mathematics approach. Reference manufacturers catalogues for data will be used.

Prerequisite: Drafting 113A or Engineering 112 or consent of instructor.

Drafting 223A — Manufacturing Design, Materials and Processing (2-4) This course is designed to include the theory of design, the study of the properties of metals, plastic, and the manufacturing and processing of articles by casting, forming, and machining. A part of the course includes cost analysis covering manufactured articles as well as the building industry.

Drafting 223B — Map Drafting (2-4) Map Drafting emphasizing lettering, symbols, scales, lease maps, township maps, highway maps and computations, pipe lines, mapping by coordinates and from surveying notes. Most of the work is in ink, using paper linen and some of the plastics. Some work is done in topography and aerial maps using Edgar Tobin's "Maps for the Oil Industry" as a text. Includes field problems with practical application of surveying instruments. Use of the planimeter, calculator, slide rule and computer calculations.

Drafting 223C — Plane Surveying (2-4) The use and care of surveying instruments, plane surveys with transit, tape, profiles and topography with level, computing cross sections, mapping from notes and computations, using coordinates, and map making with the plane table.

Drafting 223D — Computer Graphics and Design Problems (2-4) The first unit of the course will be devoted to the survey of computer graphics. This will enable the student to apply this area of study to the advanced problems if desired. Advanced work will be in an area of drafting selected by the individual student with approval of the instructor. Completion of problems require detail analysis, with more extensive design than the problems encountered in other class work.

Prerequisite: 12 semester hours of Drafting or permission of instructor.

Drafting 223E — Electronic Drafting (2-4) A course designed to cover the basic requirements for electrical and electronic drafting as applied in industry. The material covered includes theory of electronics, schematics, printed circuit boards and wiring diagrams.

Drafting 223S — Structural Drafting (2-4) This course includes the preparation of design and working drawings for buildings, bridges, tanks, towers and other structures. The student will become familiar with materials and design connections to transmit forces from one member to another. Emphasis will be placed on the use of Smoley's Combined Tables and the

Manual of Steel Construction.

Prerequisite: DFT 113A or EGR 112 or consent of instructor.

Earth and Space Studies

See the Bachelor of Science plan in the Biology section of this catalog.

Astronomy 113 — A Survey of Astronomy (3-0) The main features of the known universe and the principles involved in their discovery. A non-mathematical survey recommended for all students. **191101**

Astronomy 123 — A Survey of Astronomy (3-0) A continuation of Astronomy 113. **191101**

Geography 223 — World Geography (3-0) The earth, its climatic regions; the relation of human activities to physical environments; major cultural divisions and selected regions and countries. **220603**

Geology 114 — General Geology (3-3) Physical geology processes modifying the earth's surface; materials and features of the earth's crust. Laboratory work in cartography, mineralogy, and petrology. **191401**

Geology 124 — General Geology (3-3) Historical geology; the history of the earth through geologic times as revealed by rocks and fossils; the origin and development of plant and animal life. Laboratory work in paleontology. **191401**

Economics

See the Bachelor of Business Administration (General Plan) in the Business Administration section of this catalog.

Economics 213 — Principles of Economics (3-0) An examination of fundamental economic concepts and principles.

Prerequisite: Sophomore standing recommended.

220401

Economics 213A — Consumer Economics (3-0) Role of the consumer in the United States economy. Consumer behavior and expenditure patterns, consumption-income relationships, consumer protection and economic analysis of consumer problems. **220404**

Economics 223 — Economic Problems (3-0) A study of contemporary economic issues and problems.

Prerequisite: Sophomore standing recommended. 220401

Education

BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION (also Special Education)

Semester I

English 113

History 213

Science*

Math*or Foreign Language*

Music* or Art*

Physical Education

Psychology 111

Semester II

English 123

History 223

Science*

Math*or Foreign Language*

Music* or Art*

Physical Education

Education 113 — Introduction to Educational Psychology (3-0)

An introductory study of mental life and the psychological principles underlying motivation, behavior, individual differences, and the learning processes. 082201

Education 123 — Introduction to Education (3-0) A brief survey of the general field of education brought out through a study of the evolution of the present-day public school and its practices. 082101

Electronics

8824

The Electronics program, completed in two college years, prepares the student for entry into the electronics industry as a specialist technician, or as an Engineer Assistant, to work in the field of research and development, or to service and maintain communication equipment. He is qualified to do calibration and adjustment of automatic control equipment. Upon successful completion of the following program the Associate-in-Applied Science degree is granted.

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

ELECTRONICS CURRICULUM**Semester**

- ENG 113 — Composition and Rhetoric
- MTH 113E* — Applied Mathematics I
- ELC 113 — DC and AC Theory and Circuits
- ELC 113L — Basic electricity Laboratory
- ELC 113M — Elementary Circuit Analysis
- PSY 111 — Freshman Orientation

Semester II

- ENG 223B — Technical Report Writing
- ELC 123 — Industrial Electronics
- ELC 123L — Basic Electronics Laboratory
- ELC 123M — Advanced Circuit Analysis
- ELC 123A — Power Distribution

Semester III

- ELC 213A — Digital Computer Fundamentals
- ELC 213T — Basic Communication Systems
- ELC 213C — Semi-conductors Laboratory I
- EGR 112 — Engineering Drawing
- PHY 113 — Physics Problems
- Approved Elective**

Semester IV

- ELC 223A — Automation and Computers
- or
- ELC 223G — Power Distribution II
- ELC 223C — Semi-conductors Laboratory II
- ELC 223T — Advanced Communication Systems
- SPH 223A — Business and Professional Speaking
- Approved Elective**

Electronic cooperative students will complete Electronics 123D, 123B, 123C, and 123E during summer sessions.

Electronics 113 — DC Theory and Circuits (3-0) DC theory and circuits, a basic course covering the passive components of direct current circuits.

Electronics 113E — Basic Electronics Survey (3-0) A beginning survey of electronics for non-major. Covers basic electrical

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Suggested Electives: History, Government, Drafting 223E, Mid-Management 223B, Mid-Management 221.

theory. Introduces the student to a wide variety of components and equipment most common to industry. (For non-electric majors only.)

Electronics 113L — Basic Electricity Laboratory (2-4) A laboratory investigating DC circuits, including Ohm's law, Kirchhoff, Millman, Superposition, Thevenin, and Norton, using the components studies in Electronics 113. Affords practice in preparing and reading schematic diagrams. Should be taken concurrently with Electronics 113M and 113.

Electronics 113M — Elementary Circuit Analysis (3-0) This course is for the purpose of learning the primary language of electronics, to which all future learning must be related. It is a study of methods; it begins with combining two simple electrical quantities, and includes all of the terms, tools, and procedures used to determine resultant quantities of voltage and current present at all points in resistive circuits and networks.

Electronics 113P — Electrical Systems and Devices (2-4) A course in basic electricity and electronics for those students who need the fundamentals in support of their major. The theorems and laws of the subject are related to the practical applications such as appliances, small motors, and thermostats.

Electronics 123 — Industrial Electronics (3-0) A comprehensive course considering AC theory using reactive components and including an introduction to solid state devices. Operational amplifiers are covered in depth. Analysis of schematic diagrams is included.

Prerequisite: Electronics 113

Electronics 123A — Power Distribution (2-4) A course in power distribution, generating and transmission systems, load center distribution, substation operation, system and line protection fault detectors, and electric utility practices, polar and rectangular conversion.

Electronics 123B — Electrical Instruments and Measurements (2-4) The mechanics and the science of electrical measurements are given thorough treatment in the course. Starting with basic indicating instruments and continuing through complex integrating devices, both the operating principles and the "hardware" are studied. Range extending devices, rectifiers, bridges, and transformers are used to study

metering systems for typical job requirements. Mathematical analysis is used throughout the course.

Electronics 123C — Electrical Power Systems (2-4) A study of the design, operation and technical details of modern power distribution, and protection devices. System load analysis, rates, and power economics are studied.

Prerequisite: Electronics 113

Electronics 123D — Automatic Controls (2-4) A study of automatic controls and control systems. Time delay circuits, power control, digital and analog control devices, and applications to control systems. Operation and control of motors, generators, alternators, servomechanisms and other positioning devices.

Electronics 123E — Operating Problem Analysis (2-4) A study is made of the proper procedures to be used in testing for troubles of electrical systems and their correction. The methods used in setting up and supervising a program of preventive maintenance, trouble-shooting, and data recording are studied.

Prerequisite: Electronics 113



Electronics 123L — Basic Electronics Laboratory (2-4) A laboratory investigating AC circuits with resistance, inductance, and capacitance. Includes experiments with solid state devices and integrated circuits. Should be taken concurrently with Electronics 123.

Electronics 123M — Advanced Circuit Analysis (3-0) This course is an extension of the study of electronics language, and examines the terms, tools, and procedures necessary for complete AC circuit analysis, such as determination of power consumed, and current and voltage present in components of series-parallel circuits with resistance, inductance, and capacitance. The special terms peculiar to electronics math (operator j etc.) are explained, and the most common mathematical manipulations necessary to electronics circuit analysis are covered.

Electronics 213A — Digital Computer Fundamentals (2-4) Basic concepts of digital computers and other digital devices, machine language, number systems (Binary), basic logic circuits, derivations of Boolean expressions, arithmetic elements, and the memory element.

Electronics 213B — Semiconductors I (3-0) An introduction to solid state theory through a study of linear circuits based on the operation of semiconductor diodes, transistors, unijunction and field effect transistors, and their h-parameters.

Electronics 213C — Semiconductors Laboratory I (2-4) Laboratory experiments covering the linear operation of the common collector, common emitter, common base, and the parameters involved.

Electronics 213P — Electronic Instrumentation (2-4) A course in electronic instrumentation for the Petroleum Technology majors. The course covers various oil field production automation equipment including net oil computers, gas flow computers, and computers time sharing at metering sites. This course is especially applicable to students who expect to be employed by a major producer as an I & E specialist.

Prerequisite: ELC 113P or on instructor's approval.

Electronics 213T — Basic Communication Systems (2-4) This course applies the principles learned in prerequisite course, to radio receiver transmitted, black and white television receivers, audio recording and playing systems, and similar equipment.

Electronics 223 — Industrial Instrumentation Fundamentals (3-

0) Instrument application. Energy and force systems, heat transfer. Electrical and mechanical transducers, liquid and gas flow measurements, liquid level measurements, temperature measurements. Potentiometric devices, indicating and registering equipment, humidity measurements, specific gravity, telemetering.

Electronics 223A — Automation and Computers (2-4) A lecture-lab course for the serious digital electronics student. Successful completion of this course implies a thorough knowledge of all circuits in a modern digital computer.

Electronics 223B — Semiconductors II (3-0) A continuation of semiconductors study covering the non-linear devices and non-linear circuits through a study of oscillators (square & pulse), silicon controlled rectifiers, photo diodes, and special digital type circuits.

Prerequisite: Electronics 123 or on instructors' approval.

Electronics 223C — Semiconductors Laboratory II (2-4) Further experimentation with the semiconductor. The implementation of non-linear devices such as silicon controlled rectifiers. Also circuit experiments utilizing special digital circuits such as the schmitt trigger and other logic circuits.

Prerequisite: Electronics 123 or on instructors' approval.

Electronics 223G — Power Distribution II (2-4) For fourth semester students who do not plan careers in digital electronics as their major interest. This course covers electrical power generation and distribution and also affords good general electronics training for the student who does not choose to specialize in digital applications.

Electronics 223T — Advanced Communication Systems (2-4) This course is an extension of applications covered in Electronics 213T, and includes an in-depth study of more complex systems, such as color television, television transmitting systems, FM and AM transmission principles, FM multi-plex, and stereo recording and playback systems.

Engineering

The Engineering program in Tyler Junior College is designed to meet the needs of the first two years of a four or five year engineering degree program.

Colleges and universities no longer allow college algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four year program for a degree in these fields, it is desirable that the student take Calculus I with Analytic Geometry (Mathematics 213A) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take college algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of C or better should be earned in order to continue in sequential mathematics courses.

SUGGESTED CURRICULUM FOR ENGINEERING MAJORS

Semester I

Mathematics 213A*
Engineering 112
Chemistry 114
English 113
Approved Elective
Physical Education
Psychology 111

Semester II

Mathematics 213B*
Engineering 213
Engineering 122
Chemistry 124
English 123
Physical Education

Engineering 112 — Engineering Drawing (2-2-2) Lettering, freehand and instrument drawings, shape and size description, pictorial drawings, charts and graphs, line value and lettering to be stressed through the course.

Two lectures, two hours of supervised drafting, and two hours of home work per week.

090103

Engineering 122 — Descriptive Geometry (2-2-2) Auxiliary and oblique views, point, line and plane problems. Development, intersection, highway, geology, and mining problems with emphasis on line value and proper lettering throughout the course.

Two lectures, two hours of supervised problems, and two

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission. See a Tyler Junior College counselor for the suggested courses for Semesters III and IV.

hours of home work per week.

Prerequisite: Engineering Drawing and Solid Geometry or Trigonometry. **090104**

Engineering 213 — Engineering Mechanics (3-0) Newton's laws, work-energy and impulse-momentum principles for particles; force resultants, introductory rigid body statics. Recommended some physics background.

Prerequisite: Credit or registration for Mathematics 213B.

092102

Engineering 223A — Engineering Mechanics (3-0) Newton's laws, work-energy, impulse-momentum principles for rigid bodies static and dynamic friction.

Prerequisite: Engineering 213 and Mathematics 213B.

092103

English

See the Bachelor of Arts plan in the Biology section of this catalog.

English 111 — Advanced Reading (1-1) This course emphasizes the development of basic comprehension skills in reading. It is designed for students who desire increased reading skills. Training is given in overcoming the weakness of individual students and in increasing the speed of reading.

150101

English 113 — Composition and Rhetoric (3-0) The development of the student's ability to think for himself and to express his thoughts in correct, clear language. Directed study of rhetorical principles through reading types of composition.

150102

English 113D — Advanced Reading (3-0) This course emphasizes the development of basic comprehension skills in reading. It is designed for students who desire increased reading skills. Training is given in overcoming the weakness of individual students and in increasing the speed of reading.

150101

English 113E — Developmental English (3-0) A course for the improvement of written and oral communication with emphasis on the fundamentals of grammar, sentence structure, and paragraph construction. Comparison and analysis of similar elements in different works of literature.

150101

English 123 — Composition and Rhetoric (3-0) Further training in thinking and the ordering of thoughts by the study of literature. Directed study in techniques of writing a research paper.

Prerequisite: English 113.

150102

English 213 — World Literature (3-0) A study of the masterpieces of Western world literature, from Homer through the Renaissance. Advanced composition.

Prerequisite: English 123.

150201

English 213A — Survey of Short Fiction (3-0) A course of short fiction selections with emphasis on analytical compositions. Advanced composition and literature.

Prerequisite: English 123.

150305

English 223 — World Literature (3-0) A study of the masterpieces of Western world literature, from the Neoclassic period to the twentieth century. Advanced composition, including a formal research paper.

Prerequisite: English 123.

150201

English 223B — Technical Report Writing (3-0) Technique of verbal efficiency in such types of business letters as job applications and resumes, with stress on methods of writing various types of engineering and scientific reports, including the gathering and organization of material to be presented in oral and/or written form. Required in technological and engineering plans.

Prerequisite: English 113

150702

English 213N — Great Books (3-0) Greek plays, Roman lives (from Plutarch), Dante's Inferno, Shakespeare's King Lear, a Russian novel, twenty English poems, a modern novel.

150306

Farm and Ranch Management

5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing, or agricultural management.

Students successfully completing this two-year program are awarded the Associate-in-Applied Science Degree.

FARM AND RANCH MANAGEMENT CURRICULUM

Semester

RMG 113 — Principles of Soil Management
RMG 113A — Principles of Animal Husbandry
RMG 113B — Principles of Agri-Business
RMG 113C — Farm Buildings and Construction
ENG 113 — Composition and Rhetoric
PSY 111 — Freshman Orientation

Semester II

RMG 123A — Agriculture Economics and Finance
RMG 123B — Principles of Ranch Management
RMG 123D — Farm Power Machinery
REM 123B — Real Estate Appraising
ENG 223B — Technical Report Writing

Summer Session

RMG 116S — Ranch Training On-The-Job

Semester III

RMG 213 — Principles of Agriculture Sales
RMG 213A — Livestock Rations and Application
RMG 214 — Farm Shop
RMG 223 — Animal Health
MTH 113E — Applied Mathematics I

Semester IV

RMG 223A — Farm and Ranch Records
RMG 223B — Principles of Beef Cattle Production
RMG 223C — Principles of Agriculture Marketing
RMG 223D — Principles of Livestock Reproduction
SPH 223A — Business and Professional Speaking
Approved Elective*

Ranch Management 113 — Principles of Soil Management (3-6)

A general study of methods and problems in pasture management, care of pastures and meadows, silage and hay production. Types of soil, objectives in soil management and its relationship to natural and introduced grasses and legumes are also covered.

*Suggested Electives: Biology 114C, Biology 124B, Government, History, Psychology 223, Sociology 213, Business Administration 113T.

Ranch Management 113A — Principles of Animal Husbandry (3-6) A study of the problems connected with types and breeds, market classes and grades of farm animals. Basic phases of feeding, breeding and production are presented. Cooperating farm herds will be used for laboratory practices.

Ranch Management 113B — Principles of Agri-Business (3-0) Insights into agriculture and agri-business related fields of employment for beginning students from the standpoint of professional and managerial careers in major dynamic and complex areas of agriculture.

Ranch Management 113C — Farm Buildings and Construction (2-4) An introduction to construction of farm buildings, fences, corrals and feedlots, including basic skills in farm carpentry, concrete, electricity, masonry, and plumbing. Problems in design, planning, and construction will be covered in each area.

Ranch Management 123A — Agriculture Economics and Finance (3-0) An introduction to economic problems related to agriculture at the farm and ranch as well as the national level. The field of agriculture economics and its relationship to other sciences. Applications of borrowed capital to farm and ranch operations requirements for making a loan, methods of determining loan needs of farmers. Lending agencies and their policies in regard to farm loans, budgeting incomes to facilitate repayment of loans, and the cost of using borrowed capital.

Ranch Management 123B — Principles of Ranch Management (3-6) Farm and Ranch planning for the most efficient use of land, labor and capital in the production of crops and livestock. Attention is given to the problem of becoming established in farming, ranching and agri-business. Laboratory work is based on surveys and analyses of farm or ranch organization for the purpose of more profitable operation.

Ranch Management 123C — Principles of Horse Husbandry (2-4) Management of working and pleasure horses, breeding and care of mares, stallions and young stock, mating systems, feeding, health, maintenance and sales practices. Beginning equitation. Laboratory work involves judging, care and grooming, tack and equipment use.

Ranch Management 123D — Power Machinery (2-4) Operation, adjustment, and service of farm engines and tractors. Adaptability, selection, economic utilization, construction, operation and adjustment of the principle tillage, planting, cultivating, harvesting, and feed processing machines.

Ranch Management 116S — Ranch Training On-The-Job (3-37) Students will be required to work on a ranch or in an agribusiness related form in the local area, during six-weeks of the summer months, on a co-op basis between the college and employer. Students will attend classes three hours a week to discuss problems, new ideas, and innovations that have occurred during the regular working day. The on-the-job training program will be supervised by the instructor as well as their immediate supervisor at each place of employment.

Ranch Management 213 — Principles of Agriculture Sales (3-0) Basic principles of personal salesmanship are covered, with a study of methods, problems and duties of a salesman. The sale of feed, fertilizer, machinery and agriculture related products will be covered.

Ranch Management 213A — Livestock Rations and Application (3-6) A basic course in the study of feed materials, their relative values and adaptability for various types of livestock, including nutrient requirements, balancing and formulating rations, plus methods of feeding farm animals.

Ranch Management 214 — Farm Shop (3-6) A practical application of basic knowledge and practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

Ranch Management 223 — Animal Health (3-6) The broad field of animal health will be treated under topics such as internal and external parasites, principal diseases of livestock, their importance, identification and control handling of diseased animals, working with the veterinarian, and preventive livestock medicine. Students will study basic anatomy and physiology of farm animals.

Ranch Management 223A — Farm and Ranch Records (3-0) A fundamental study of the principles of farm bookkeeping, such as farm inventory, the farm/ranch budget, the process of accounting, the analysis and interpretation of farm records. A complete set of farm and ranch accounts will be developed by each student.

Ranch Management 223B — Principles of Beef Cattle Production (3-6) A general practice of beef production relating mainly to farm and ranch marketing problems of the East Texas area including the various beefcattle systems, handling, fitting, showing and breed associations. Participating ranches will serve as laboratories.

Ranch Management 223C — Principles of Agricultural Marketing (3-3) A course designed to give basic knowledge of market grades of cattle, market trends, types of markets, cattle futures market, and certain buying and selling techniques for various classes of livestock.

Ranch Management 223D — Principles of Livestock Reproduction (3-6) An approach to reproductive processes in farm animals. Study includes hormones, estros cycles, ovulation, gestation, pregnancy testing, sperm physiology, collection and storage of semen, causes of sterilization in females and males.

Fashion Merchandising 5623

The Fashion Merchandising curriculum combines lecture and laboratory classes and on the job experience in an effort to prepare the student for a career in the areas of merchandising, fashion coordination, display, marketing, middle management, or sales. Any person selecting Fashion Merchandising as a major will enroll in a Fashion Development training course each semester. This seminar course corresponds to the twenty hours a week of on the job training required of each Fashion Merchandising major. Persons who may have an interest but do not wish to major in Fashion Merchandising may take any course other than the Fashion Development classes. We encourage any person who might be interested in fashion to enroll.

FASHION MERCHANDISING CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric

HE 113C — Textiles

FM 113 — Introduction to Fashion Merchandising

FM 113A — Fashion Development Training I

FM 113B — Fashion Color, Line, Design

PSY 111 — Freshman Orientation

Semester II

SPH 113A — Fundamentals of Speech

ENG 223B — Technical Report Writing

MMG 223 — Salesmanship

FM 123 — Fashion Marketing

FM 123A — Fashion Development Training II

Semester III

BA 113B — Introduction to Business

or

MMG 113S — Small Business Management

MMG 113B — Principles of Management

FM 213 — Promotion in Fashion Sales

FM 213A — Fashion Development Training III

Approved Elective

Semester IV

FM 223 — Fashion Buying and Merchandising

FM 223A — Fashion Development Training IV

FM 223B — Retail Mathematics

MMG 213B — Personnel Management

Approved Elective

Suggested Electives: HE 123B, MMG 113C, MMG 223B, MMG 223R, BA 213, BA 113A, BA 123A, History, Government, Economics, Psychology and Sociology.

Fashion Merchandising 113 — Introduction to Fashion Merchandising (3-0)

This course is intended as an overview of the fashion industry. It includes a study of the people, the procedures, and the concepts unique to the fashion business. The course will stress the importance personal image plays in the industry as well as introducing the student to the major designers, current trends in fashion, the menswear industry, and the concepts of style show production. Individual personal grooming and basic concepts of modeling are included.

Fashion Merchandising 213 — Promotion in Fashion Sales (3-

2) The main emphasis of this course is exposure to the processes and actions that promote the sale of merchandise, how they work and how to evaluate them. A working knowledge of fashion advertising, interior and exterior display, fashion publicity, and special events will be gained. Field trips and guest lecturers will supplement this course.

Fashion Merchandising 223 — Fashion Buying and Merchandising (3-0)

This course offers a detailed study of the organizational structure of buying, the external sources of buying information, the fundamentals of effective purchasing, and the buyer's role in planning.

Fashion Merchandising 113B — Fashion Color, Line, Design (3-

0) This course is designed to give the student a thorough knowledge of fashion design, history, silhouette, color, and accessories. In addition, the student will develop a working

fashion vocabulary, and grasp an overview of the area of fashion design.

Fashion Merchandising 123 — Fashion Marketing (3-0) This course is designed to present a picture of the development and present status of our marketing system, to analyze the marketing task, and to examine the major policies that underlie the various activities of fashion marketing institutions.

Fashion Merchandising 113A — Fashion Development Training I (1-20) This seminar meets one hour per week and will give the student an opportunity to discuss and seek answers to problems he or she has encountered in the required twenty hour a week fashion related job. This work station, when approved by the Fashion Merchandising instructor, will serve as laboratory work for the student.

Fashion Merchandising 123A — Fashion Development Training II (1-20) This seminar meets one hour per week and will give the student an opportunity to discuss and seek answers to problems he or she has encountered in the required twenty hour a week fashion related job. This work station, when approved by the Fashion Merchandising instructor, will serve as laboratory work for the student.



Fashion Merchandising 213A — Fashion Development Training

III (1-20) This seminar meets one hour per week and will give the student an opportunity to discuss and seek answers to problems he or she has encountered in the required twenty hour a week fashion related job. This work station, when approved by the Fashion Merchandising instructor, will serve as laboratory work for the student.

Fashion Merchandising 223A — Fashion Development Training

IV (1-20) This seminar meets one hour per week and will give the student an opportunity to discuss and seek answers to problems he or she has encountered in the required twenty hour a week fashion related job. This work station, when approved by the Fashion Merchandising instructor, will serve as laboratory work for the student.

Fashion Merchandising 223B — Retail Mathematics (3-3)

This course is a detailed study of mathematical functions which are required of a buyer. It gives the student an understanding of the application of mathematical computations used in particular buying situations. Course content includes study in the following areas: components of each basic profit factor, profit and loss statements, the retail method of inventory, retail pricing, markup principles, markdown principles, averaging, invoice mathematics, terms of sale, dollar planning and control (open-to-buyer, stock to sales ratio, stock turn, planned sales, planned stocks), and a complete study of retail terms used in the market. This course should be taken concurrently with FM 223.

Fire Protection Technology

6821

This two-year program leads to the Associate-in-Applied Science Degree in Fire Protection Technology and is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection. This Commission is composed of representatives of the Texas Education Agency and the Coordinating Board.

FIRE PROTECTION TECHNOLOGY CURRICULUM

Semester I

FPT 113 — Fundamentals of Fire Protection

FPT 113A — Industrial Fire Protection I

ENG 113 — Composition and Rhetoric

CHM 113 — Introductory Chemistry

MTH 113E* — Applied Mathematics I

Semester II

FPT 123 — Fire Protection Systems

FPT 123A — Fire Prevention

FPT 123B — Industrial Fire Protection II

CHM 123 — Introductory Chemistry

SPH 223A — Business and Professional Speaking

Semester III

FPT 213 — Fire Administration I

FPT 213A — Building Codes and Construction

FPT 213B — Fire and Arson Investigation

ENG 223B — Technical Report Writing

GOV 223 — American State Government

Approved Elective**

Semester IV

FPT 223 — Hazardous Materials I

FPT 223A — Fire Administration II

FPT 224B — Fire Fighting Tactics and Strategy

Approved Elective**

Free Elective***

Free Elective***

Fire Protection 113 — Fundamentals of Fire Protection (3-0)

This course includes the history and philosophy of fire protection; review of statistics of loss of life and property by fire; introduction to agencies involved in fire protection; current legislative developments and career orientation; recruitment and training for fire departments; position classification and pay plans; employee organizations; a discussion of current related problems and review of expanding future fire protection problems.

Fire Protection 113A — Industrial Fire Protection I (3-0) This course covers specific concerns and safeguards related to business and industrial organizations, a study of industrial fire brigade organization and development, plant lay-out, fire

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Electives: FPT 113P, FPT 113C, FPT 113D, FPT 113E, FPT 113F, FPT 113G, FPT 223C, (FPT: Fire Protection Technology)

***Free Electives: History 213, History 223, Government 213, Psychology 213, Mathematics 113*

prevention programs, extinguishing factors and techniques, hazardous situations and prevention methods, and gaining cooperation between the public and private fire department organizations. It also includes a study of elementary industrial fire hazards in manufacturing plants.

Fire Protection 113B — Fire Safety Education (3-0) This is a survey of physical, chemical, and electrical hazards and their relationship to loss of property and/or life. It includes a study of codes, laws, problems, and cases and a detailed examination and study of the physical and psychological variables related to occurrence of casualties. Safe storage, transportation and handling techniques are stressed to eliminate or control potential risks.

Fire Protection 113C — Advanced Fire Loss Statistical Systems (3-0) An in-depth study of computerized systems that may be utilized for storing and retrieval of fire loss statistics; also techniques and procedures for programming various types of records and reports valuable to the fire service. Exploration of the new systems of micro-filming including the modern technology of COM (Computer Output Microfilm) and the systems utilizing microfiche, including reduction ratios and various type readers. A review of standards for the uniform coding for fire protection as developed by the NFPA in pamphlet 901 and 901AM.

Fire Protection 113D — Fire Insurance Fundamentals (3-0) The relationships between fire defenses, fire losses, and insurance rates are studied. Basic Insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, applying the I. S. O. grading schedule and other topics are stressed. Relationship of insurance to modern business principles of property and casualty insurance contracts; corporate structure of insurance companies.

Fire Protection 113E — Legal Aspects of Fire Protection (3-0) A study of legal rights and duties, liability concerns and responsibilities of the fire department while carrying out their duties. Introduction and basic concepts of civil and criminal law, the Texas and Federal judicial structure, and cities liability for acts of the fire department and fire prevention bureaus. An in-depth study of various cases concerning fire fighters, fire departments, and municipalities.

Fire Protection 113F — Fire Service Communications (3-0) The development of fire alarm systems, the various types of systems, installation, operation and testing of the most com-

mon systems; receiving, dispatching, and radio communication procedures; F. C. C. regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports; technological advances.

Fire Protection 113G — Urban Fire Problem Analysis (3-0)

Intensive study of the urban fire problem. Problems covered by lack of zoning and other land use laws. Operation research techniques, and systems engineering are utilized as analytic procedures for the technological assessment of the public fire protection, including water supply, fire alarm, and fire department traditional assessment methods and urban analysis. Socioeconomic and management factors as related to city planning. Environment problems incurred should be studied in-depth.

Fire Protection 123 — Fire Protection Systems (3-0) Study of the required standard for water supply; special hazards protection systems; automatic sprinklers and special extinguishing systems; automatic signaling and detection systems; rating organizations and underwriting agencies.

Fire Protection 123A — Fire Prevention (3-0) The objectives and views of inspections, fundamental principles, methods, techniques, and procedures of fire prevention administration; fire prevention organization; public cooperation and image; recognition of fire hazards; insurance problems and legal aspects; development and implementation of a systematic and deliberate inspection program. Survey of local, state, and national codes pertaining to fire prevention and related technology; relationship between building inspection agencies and fire prevention organizations. Engineering as a solution to fire hazards.

Fire Protection 123B — Industrial Fire Protection II (3-0)

Development of fire and safety organizations in industry; relation between private and public fire protection organizations; current trends, deficiencies and possible solutions for industrial fire problems; role of insurance and other special organizations; an in-depth study of specific industrial processes, equipment, facilities and work practices to understand the potential hazards and techniques to detect and control such hazards. Field trips to selected plants and demonstrations of new techniques, equipment and innovations.

Fire Protection 213 — Fire Administration I (3-0) An in-depth study of the organization and management as related to a fire department including budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration and distribution of equipment and personnel and other related topics, including relation of various government agencies to fire protection areas. Fire service leadership as viewed from the company officer's position.

Fire Protection 213A — Building Codes and Construction (3-0) Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies, exposures, and related data focused on fire protection concerns; review of related statutory and suggested guidelines, both local and national in scope. Review of Model Building Codes and Life Safety Code.

Fire Protection 213B — Fire and Arson Investigation (3-0) A study of the detection of arson, investigation techniques, case histories, gathering and preserving of evidence; preparing for a court case; selected discussion of laws, decisions and opinions; kinds of arsonists, interrogation procedures, cooperation and coordination between fire fighters and arson investigators and other related topics.

Fire Protection 223 — Hazardous Materials I (3-0) Study of chemical characteristics and behavior of various materials that burn or react violently related to storage, transportation, handling hazardous materials, i.e., flammable liquids, combustible solids, and gases. Emphasis on emergency situations and most favorable methods of handling fire fighting and control.

Fire Protection 223A — Fire Administration II (3-0) Study to include insurance rates and ratings, preparation of budgets, administration and organization of training in the fire department; city water requirements, fire alarm and communications systems; importance of public relations, report writing and record keeping; measurements of results, use of records to improve procedures, and other related topics; legal aspects relating to fire prevention and fire protection with stress on municipal and state agencies; design and construction of fire department buildings.

Fire Protection 223C — Hazardous Materials II (3-0) Hazardous materials covering storage, handling, laws, standards, and fire fighting techniques associated with chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket

propellants and exotic fuel, radio-active materials. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids related to free-burning fire and explosion phenomena. Familiarization with radiological instruments, human exposure to radiation, decontamination procedures, common uses of radio-active materials and operational procedures.

Prerequisite: Chemistry 113.

Fire Protection 224B — Fire Fighting Tactics and Strategy (3-1)

Essential elements in analyzing the nature of fire and determining the requirements. Efficient and effective utilization of manpower, equipment and apparatus. Emphasis to be placed on pre-planning, study of conflagration problems, fire ground organization problem solving related to fire ground decision making and attack tactics and strategy. Use of Mutual Aid and large scale command problems.

Foreign Language

See the Bachelor of Arts plan in the Biology section of this catalog.

French 113-123 — Conversational French (3-0) For students who have never studied French. Conversational approach including fundamentals of grammar, readings, and emphasis on oral and written composition. **110204**

French 114 — Beginner's French (3-2) Drill in the pronunciation and the grammar of the French language with written exercises, dictation and conversation in French. **110201**

French 124 — Composition and Reading (3-2)

Prerequisite: French 114 or two admission units in French from high school. **110201**

French 213-223 — Oral Expression, Reading & Composition (3-0) Outside readings assigned from French masters.

Prerequisite: French 124 or three or four admission units in French from high school. **110202**

Spanish 113-123 — Conversational Spanish (3-0) For students who have never studied Spanish. Conversational approach including fundamentals of grammar, readings, and emphasis on oral and written composition. **110504**

Spanish 114 — Beginner's Spanish (3-2) Drill in the pronunciation and the grammar of the Spanish language with written exercises, dictation and conversation in Spanish. **110501**

Spanish 124 — Composition and Reading (3-2)

Prerequisite: Spanish 114 or two admission units in Spanish from high school. **110501**

Spanish 213-223 — Oral Expression, Reading & Composition (3-0) Outside readings assigned from Spanish masters.

Prerequisite: Spanish 124 or three or four admission units in Spanish. **110502**

German 113-123 — Conversational German (3-0) For students who have never studied German. Conversational approach including fundamentals of grammar, readings, and emphasis on oral and written composition. **110301**

German 114 — Beginner's German (3-2) Drill in the pronunciation and the grammar of the German language with written exercises, dictation and conversation in German. **110301**

German 124 — Composition and Reading (3-2)

Prerequisite: German 114 or two admission units in German from high school. **110301**

German 213-223 — Oral Expression, Reading and Composition (3-0) Outside readings assigned from German masters.

Prerequisite: German 124 or three or four admission units in German. **110302**

Government

See the Bachelor of Arts plan in the Biology section of this catalog.

Government 213 — American Government (3-0) A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government, of the rights, privileges and obligations of citizenship.

Prerequisite: Sophomore standing. **220701**

Government 223 — American State Government (3-0) The nature, organization, and general principles of local government in the United States, with special attention to these forms in Texas; the judicial, legislative and administrative functions in federal and state government; financing governmental ac-

tivities. This course meets the legislative requirements for teacher certification.

Prerequisite: Sophomore standing.

220701

Graphic Communications

8623

Students successfully completing this program receive the Associate-in-Applied Science Degree.

This is a two year post high school technical program designed to meet the needs of the student desiring to enter the field of communications graphics and commercial photography. The course of study is designed to give the student a well-rounded knowledge of illustration, communications graphics, and commercial photography used in advertising and photography fields.

GRAPHIC COMMUNICATIONS CURRICULUM

Semester I

GC 113 — Basic Photography
GC 113A — Basic Graphics
ENG 113 — Composition and Rhetoric
MTH 113* — College Algebra
PSY 111 — Freshman Orientation
Approved Elective**

Semester II

GC 123 — Advanced Photography
GC 123B — Reproduction Layout and Design
ENG 223B — Technical Report Writing
MTH 113T* — Applied Trigonometry
Approved Elective**

Semester III

GC 213 — Commercial Photography
GC 213A — Photographic Reproduction
SPH 223A — Business and Professional Speaking
GC 213C — Color Principles I
Approved Elective**

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Electives: History, Government, ART 113D, Chemistry 114, Psychology 213, Mid-Management 223B.

Semester IV

GC 223 — Studio Photography

GC 223A — Graphic Reproduction

PSY 223 — Applied Psychology

GC 223C — Color Principles II

Approved Elective**

Graphic Communications 113 — Basic Photography (2-4)

A course designed to cover the basic requirements of photography, including use of camera, film development, and print making. Credit cannot be given for both GC 113 and Journalism 123P.

Graphic Communications 113A — Basic Graphics (2-4)

A course designed to acquaint the student with the fundamentals of orthographic drawing, pictorial drawing and rendering techniques.

Graphic Communications 123 — Advanced Photography (2-4)

A continuation of Graphic Communications 113 with the main course objectives to include the study of exposure development, esthetic values, and photo composition.

Prerequisite: Graphic Communications 113 or a basic knowledge of photography.

Graphic Communications 123B — Reproduction Layout and Design (2-4)

A course designed to cover the basic principles of planning, design, layout, and other artwork procedures in preparation for the images used in photo-conversion for graphic arts.

Graphic Communications 213 — Commercial Photography (2-4)

Organized specialized learning experiences which include theory, laboratory, and studio work as each relates to all phases of camera uses and photographic processing. Instruction includes composition and methods of photographing products for advertising display in all medias.

Graphic Communications 213A — Photographic Reproduction (2-4)

A course designed to present the basic methods of converting camera ready images to film negatives or positives. The processes, materials and tools of this special kind of photography are used in the preparation of image carriers.

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Electives: History, Government, ART 113D, Chemistry 114, Psychology 213, Mid-Management 223B.

Graphic Communications 213C — Color Principles I (2-4) An introduction to the theories and practice of color photography in additive and subtractive processes. Lab instruction in basic color film processing and print making.

Prerequisite: Graphic Communications 113 and 123 or consent of instructor.

Graphic Communications 223 — Studio Photography (2-4) Advanced use of lighting and composition of studio portraiture and photography.

Graphic Communications 223A — Graphic Reproduction (2-4) A course that will describe and illustrate the procedures, materials, and equipment used in transferring images to paper. The purpose of graphic reproduction is to put an image on paper.

Graphic Communications 223C — Color Principles II (2-4) Advanced instruction in handling color materials, analysis of color correction light balance, emphasis on practical applications of color to commercial and art photography. A study of color as a communicative tool.

Prerequisite: Graphic Communications 213C.

Hearing Aid Specialists

8043

The primary objective of the Hearing Aid Specialists program is to train entry level personnel for careers in the field of hearing loss rehabilitation through proper selection and fitting of appropriate amplification devices. It is designed to prepare the graduate for:

- a. Professional certification and registration
- b. State licensing
- c. The position of hearing aid consultant

In addition to studying sound business practices, the student will be trained in:

- a. Shop practice
- b. Psychology of the patient with impaired hearing
- c. Measuring hearing loss

- d. Evaluation of hearing measurement results
- e. Fitting hearing aids and accessories

HEARING AID SPECIALISTS CURRICULUM

Semester I

- ENG 113 — Composition and Rhetoric
- BA 113D — Business Mathematics
- HS 113 — Hearing Physics
- HS 113A — Hearing Anatomy
- HS 113B — Hearing Measurement I
- PSY 111 — Freshman Orientation

Semester II

- ENG 223B — Technical Report Writing
- BIO 113B — Anatomy and Physiology
- HS 123 — Hearing Disorders and Their Management
- HS 123A — Social Psychological Aspects
of Hearing Impairment
- HS 123B — Hearing Measurement II

Semester III

- MMG 113S — Small Business Management
- BA 113A* — Elementary Accounting
- HS 213 — Hearing Instrument Technology I
- HS 213A — Hearing Business Management
- HS 213B — Hearing Instrument Application

Semester IV

- BA 123A* — Elementary Accounting
- MMG 223B — Introduction to Public Relations
or
- PSY 223 — Applied Psychology
- HS 221 — Preparation for License Examination
- HS 223 — Hearing Instrument Technology II
- HS 223A — Professional Management
- HS 223B — Laboratory Practicum

Hearing Science 113 — Hearing Physics (3-0) The physical and psychoacoustical properties and descriptions associated with sound waves and the human hearing mechanism.

Hearing Science 113A — Hearing Anatomy (3-0) The anatomy and physiology of the human hearing mechanism, including

*BA 214 & 224 are recommended for those who plan to pursue a Bachelor's degree.

anatomical terminology and concepts, the higher auditory cortex, hearing by air-conduction and bone-conduction, and theories of hearing.

Hearing Science 113B — Hearing Measurement I (2-1) Basic course in understanding and using pure-tone and speech audiometry, a brief discussion on relationships to hearing aid simulators and calibration of audiometers. Students will receive practical experience during the course.

Hearing Science 123 — Hearing Disorders and Their Management (3-0) An understanding of hearing disorders and approaches to their management.

Hearing Science 123A — Social Psychological Aspects of Hearing Impairment (3-0) Emographic, social and behavioral influences interacting to affect external attitude formation and self perception to the deaf and partially hearing individual.

Hearing Science 123B — Hearing Measurement II (2-4) Masking theory and applications as required in testing; descriptions, procedures, and interpretation of special test results as required of a hearing aid specialist; and an introduction to noise and its effects on man. Students will receive extensive practical experience during this course.

Hearing Science 213 — Hearing Instrument Technology I (2-1) Survey, description, analysis and evaluation of the hearing aid. Objectives designed to include physical familiarity, electroacoustical measurement and influence of acoustic coupling on overall performance.

Hearing Science 213A — Hearing Business Management (3-0) This course deals with the hearing aid office orientation to business theory and practice. Within this context, special emphasis will be given to general business administration concepts, marketing and advertising, and personnel selection and development factors which are so essential to the operation of a successful, professional hearing aid office.

Hearing Science 213B — Hearing Instrument Application (2-1) Selection and adaptation of an appropriate hearing instrument to satisfy individual requirements, along with appropriate consultation to the hearing impaired and supportive personnel.

Hearing Science 221 — Preparation for License Examination (1-0) This course is designed to help prepare students to take the state licensure examination.

Hearing Science 223 — Hearing Instrument Technology II (3-0)

A continuation of Hearing Science 213

Hearing Science 223A — Professional Management (3-0)

Professional, industry, and service organizations sharing a common interest in the hearing impaired; hearing health care delivery manpower, institutions, and programs; concepts of professionalism and their relevance to the hearing aid specialist; inter-professional relationships within the hearing health care system; regulation and legislation in hearing health care delivery; professional obligations of the hearing aid specialist.

Hearing Science 223B — Laboratory Practicum (1-12) Competent service support as an obligation to hearing impaired will be emphasized in this course. Service lab tools and equipment, procedures, systems and practice will be covered in detailed first-hand experience. Students will be afforded extensive experience in the maintenance of hearing aids and the individual components of hearing aid systems. Students will also receive extensive practice in taking earmold impressions and in modifying earmolds during this course.

History

See the Bachelor of Arts plan in the Biology section of this catalog.

History 113 — A Survey of British History Through 1660 (3-0)

This course introduces the student to the successive developments in British history, institutions, and civilization. Lectures and reading assignments acquaint the student with the Anglo-Saxon legal system, the Norman Conquest, and Feudalism; the Medieval Church; the Development of Parliament; and emphasizes the emergence of Modern Great Britain and the Tudor and early Stuart periods.

220505

History 113A — Western Civilization in Medieval Times (3-0)

A standard western civilization - cultural development survey course in the cultural, political, and institutional development of the nations of Europe from antiquity to the renaissance.

220504

History 123 — A Survey of British History Since 1660 (3-0)

Commencing with the Stuart restoration, this acquaints the student, through lectures and reading assignments, with the development of British democratic philosophy; the emergence of Britain as a world power in the seventeenth century; the loss of the first Empire; the fight for survival against Napoleon; the growth of the second Empire; Britain's decline as an imperial power; and traces the development of the modern liberal British state. **220505**

History 123A — Western Civilization in Modern Times (3-0)

Continuation of History 113A. A standard western civilization - cultural development survey course in the cultural, political, and institutional development of the nations of Europe from the renaissance to modern times. **220504**

History 213 — History of the United States (3-0) A general survey of the history of the United States from the era of discovery through the Civil War. **220501**

History 223 — History of the United States (3-0) A general survey of the history of the United States from Reconstruction to the present time. **220501**

History 223A — The Civil War and Reconstruction (3-0) The causes, course, and results of this sectional struggle in the United States. Formation of the Confederacy, military campaigns, and Reconstruction. **220552**

History 223T — Texas History (3-0) A history of Texas from the Spanish period to the present day. Stress is placed upon the period of Anglo-American settlement, the revolution, the republic, and the development of the modern state. **220502**

Home Economics

Semester I

English 113

History 213

Science*

Home Economics 113A*

Home Economics 113B*

Physical Education*

Psychology 111

Semester II

English 123

History 223

Science*

Home Economics 123A*

Home Economics 123B*

Physical Education*

*See a Tyler Junior College counselor for specific courses in this department and for suggested course plan for Semesters III and IV.

Home Economics 113A — Principles of Food Selection and Preparation (2-4) Fundamental principles in the selection and preparation of foods; nutritive values; cost of foods.

130602

Home Economics 113B — Costume Design and Selection (2-4) Fundamental principles of design and color applied to the selection and planning of appropriate dress. Emphasis on line, color, and texture in relation to the individual, with laboratory application.

130304

Home Economics 113C — Textiles (3-2) The study of fibers, fabrics, and finishes for application in choices of fabrics for clothing and home furnishings.

130303

Home Economics 113D — Introduction to Food Preparation (2-2) Students learn to plan, prepare, and serve attractive, nutritious meals for the individual and for family groups. Laboratory experiences provide opportunities for the student to learn how to operate modern household appliances used in the preparation of food.

130601

Home Economics 113H — Home and Family Living (3-0) For students desiring limited study and practical application of family problems, in such phases of homemaking as clothing, housing, and home care for the sick. Problems grouped as foods, family relations, and child care.

130502



Home Economics 113I — Interior Decoration (3-0) A course experiencing a working knowledge in well-designed floor plans, interiors, and furnishings. Emphasis on the modern trends studies. **130202**

Home Economics 113S — Introduction to Sewing (2-2) Study of selection, purchase, and care of clothing; planning clothing budgets for individual members of the family; construction of three garments. **130301**

Home Economics 123A — Meal Management (2-4) For majors in Home Economics, hotel or restaurant management. Planning, managing, and serving meals suitable for family groups for all occasions. Selection and use of table appointments. **130602**

Home Economics 123B — Clothing (2-4) Fundamental principles of selection and construction of clothing. Use and alteration of commercial patterns. Problems selected according to the ability and learning experience of the student. **130302**

Home Economics 123C — Nutrition (2-2) Fundamental principles of human nutrition applied to the individual, family, and community nutrition problems. Chemistry, physiology and economics of nutrition. **130601**

Home Economics 123D — Intermediate Food Preparation (2-2) A continuation of 113D with laboratory experiences including gourmet foods and foreign dishes. **130601**

Home Economics 123P — Consumer Problems (3-0) A study of consumer goods and services as relates to the home. This course includes the study of family purchasing, advertising, commodity information, merchandise standardization, branding, grading and marketing. **130401**

Home Economics 123S — Social Fundamentals (3-0) A course designed to develop an interest in a consideration for others. Includes the study of introductions, correspondence, table manners, dating problems, weddings, and informal and formal entertaining. **130501**

Home Economics 124 — Home Furnishings and Interior Design (3-2) Designed to give the student a background of what to look for and plan for in the home. Also to acquaint the student with the basic needs in home furnishings and with solutions to problems of interior decoration. **130202**

Home Economics 213 — Prenatal and Infant Development (3-0)

Physical and psychological preparation of the family for parenthood, study of prenatal development, infant behavior, care and growth to age two. The course is concerned with the infant as a developing individual and his interaction with his environment.

130505

Journalism

Semester I

English 113

History 213

Science*

Journalism 113

Foreign Language*

Physical Education*

Psychology 111

Semester II

English 123

History 223

Science*

Journalism 123P, 123 or 123E

Foreign Language*

Physical education*

Journalism 111P, 121P — Yearbook Publications (0-2) Work on the staff of the Apache Yearbook. Staff members are required to work on the official college yearbook from beginning planning to publication under the direction of the director of publications.

060204

Journalism 211P, 221P — Yearbook Publications (0-2) A continuation of Journalism 111P.

060204

Journalism 113 — Mass Communication (3-2) An introduction to mass communication and the fundamentals of reporting for the Mass Media. Laboratory in newswriting two hours per week.

060101

Journalism 113R — Principles of Journalism (3-0) An introductory survey of the field of journalism designed to acquaint the consumer with the role of mass communications in society. The course considers the expanding function in democracy of newspapers, magazines, and of radio and television journalism.

060201

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.



Journalism 123 — Introduction to Advertising (3-0) The course is an introduction in the basics of advertising — creating advertising copy for the print and electronic media. **060401**

Journalism 123E — Radio-Television News Writing (3-2) Preparation of news copy for radio and television presentation. News styles for the electronic media. Spot news, features, reporting, interviewing, and assembling a newscast are covered. Laboratory two hours per week. **060303**

Journalism 123R — Principles of Journalism (3-0) A continuation of Journalism 113R. **060201**

Journalism 123P — Photojournalism (2-3) A beginning course in photography teaching reporting with the camera. Basic instruction in black and white press photography with emphasis on 120 and 35 mm cameras. Photographic picture composition, developing, and printing. Credit cannot be given for both Journalism 123P and Graphic Communications 113. **060206**

Journalism 213 — General Reporting (3-2) Theory and practice in news writing and reporting. Laboratory two hours per week. **060203**

Journalism 223 — Editing (3-2) Editing, headline writing, layout and reporting. Laboratory two hours per week.

Prerequisite: Journalism 113 or 213.

060203

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering, and mathematics. A student takes the same mathematics courses at Tyler Junior College that he would take during his first two years at a senior institution.

The advanced mathematics program at Tyler Junior College requires four semesters to complete. This sequence does not include college algebra and plane trigonometry. Students who do not have credit in college algebra (Mathematics 113A) and plane trigonometry (Mathematics 113B) are advised to complete these courses during the summer preceding their freshman year.

To enroll in Calculus I and Analytic Geometry (Mathematics 213A), one of the following requirements must be met:

1. Credit in Mathematics 113A and Mathematics 113B or
2. Credit in Mathematics 113A and taking Mathematics 113B and Mathematics 213A concurrently.

NOTE: A grade of C or better should be made in each mathematics course in order to continue in any mathematics sequence.

SUGGESTED COURSE PLAN FOR MATHEMATICS MAJORS

Semester I

English 113
History 213
Foreign Language*
Elective*
Mathematics 213A**
Physical Education
Psychology III

Semester II

English 123
History 223
Foreign Language*
Physics 124A
Mathematics 213B
Physical Education

*See a Tyler Junior College counselor for specific courses in this department and for the suggested plan for Semesters III and IV.

**Placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Mathematics 113 — College Algebra (3-0) Designed primarily for liberal arts and business administration majors, this course includes: sets; solution and graphing of first degree equations and inequalities; solution of systems of linear equations and inequalities; polynomials and factoring; quadratic equations and inequalities; relations and functions; exponents; radicals.

170108

Prerequisite: One year of high school algebra and acceptable ACTP mathematics score or Mathematics 113L.

Mathematics 113A — College Algebra (3-0) Designed primarily for engineering, mathematics, and physics majors, this course includes: sets; properties of real numbers; exponents; relations and functions; inverse functions; exponential and logarithmic functions; quadratic functions; polynomials and elementary theory of equations; systems of equations; inequalities; mathematical induction; progressions; binomial theorem.

170108

Prerequisite: One and one-half years of high school algebra and an acceptable ACTP Mathematics score, or Mathematics 113.

Mathematics 113B — Trigonometry (3-0) Angular measure; functions of angles; derivation of formulas; identities; solution of triangles; equations; inverse functions; complex numbers.

Prerequisite: Mathematics 113 or registration in Mathematics 113A.

170104

Mathematics 113M — Developmental Mathematics (3-0) An introductory course designed to provide a review of fundamental operations in mathematics.

170101

Mathematics 113E — Applied Mathematics I (3-0) Designed for students in technological programs, this course includes: whole numbers; primes; fractions and mixed numbers; decimals; ratio and proportion; percent; denominate numbers and measurement; introduction to algebra.

170101

Mathematics 123E — Applied Mathematics II (3-0) Designed for students in technological programs, this course includes: Signed whole numbers; non-fractional equations; multiplication and division of fractions; addition and subtraction of fractional equations; introduction to graphing; literal fractions; formula rearrangement.

170101

Mathematics 113T — Applied Trigonometry (3-0) Designed for students in technological programs, this course includes: sets; directed lines and segments; rectangular coordinates; distance between two points; functions and graphs; the trigonometric functions, and graphs; solutions of right triangles; elementary trigonometric equations; logarithms; oblique triangles; vectors and applications. **170104**

Mathematics 113L — Fundamentals of Mathematics (3-0) Designed for students who need a review of fundamental operations in arithmetic and algebra. This course may not be used as a part of the requirements for a major in mathematics. **170101**

Mathematics 113K — Finite Mathematics for Business (3-0) This course includes: sets; properties of real numbers; relations and functions; equations; inequalities; matrices and linear algebra; permutations and combinations; probability; introduction to linear programming. (Formally taught as Finite Mathematics I) **170113**

Prerequisite: Acceptable ACTP mathematics score or Mathematics 113.

Mathematics 123K — Mathematical Analysis for Business (3-0) This course includes: linear programming; quadratic, exponential, and logarithmic functions; sequences; limits; continuity; the derivative; applications of the derivative; integration; applications of integration. (Formally taught as Finite Mathematics II) **170113**

Prerequisite: Mathematics 113K

Mathematics 223S — Programming for Statistics (3-0) Instruction in programming the computer for solving various problems encountered in business (Fortran). Univariate analysis, measures of central tendency and scatter; index numbers; and analysis of time series. **170201**

Prerequisite: Six hours of College Mathematics.

Mathematics 113G — Introduction to Modern Mathematics I (3-0) Sets, counting numbers, integers, topics from elementary number theory, rational numbers, decimals and the real number system, systems of numeration. **170114**

Prerequisite: ACTP Mathematics score of 13 or greater, or Mathematics 113L.

Mathematics 123G — Introduction to Modern Mathematics II (3-0) Field of real numbers, linear equations and inequalities,

functions and graphs, systems of linear equations, quadratic equations, complex and finite number systems, topics from geometry.

170114

Prerequisite: Mathematics 113G.

Mathematics 123A — Analytic Geometry (3-0) Cartesian coordinates; the straight line; the circle, and conic sections; transformation of coordinates; polar coordinates; parametric equations; transcendental and higher plane curves.

170109

Prerequisite: Mathematics 113A, 113B, consent of Mathematics department, or see introductory paragraph.

Mathematics 123C — Introduction to Computer Science (3-1) Fundamental concepts of computer programming with flow charting and coding utilizing BASIC and FORTRAN IV languages. Students will develop programs dealing with problems from their particular field of study such as engineering, mathematics, physics, chemistry, and business using the Altair 8800B micro-computer system and the IBM 370 series/model 125 computer.

070401

Prerequisite: Math 113A or math section ACT score 25 or greater or consent of instructor.

Mathematics 213 — Calculus I (3-1) Variables, functions and limits; differentiation of algebraic functions, with applications; differentials; mean value theorem; integration of algebraic functions, with applications, differentiation of transcendental functions with applications.

170110

Prerequisite: Mathematics 123A.

Mathematics 213A — Calculus I and Analytic Geometry (3-1) This course includes: the line; circle; translation of axes; parabola; limits; continuity; the derivative; applications of the derivative; the differential; the indefinite integral.

170111

Prerequisite: Mathematics 113A, 113B. See introductory paragraph.

Mathematics 213B — Calculus II and Analytic Geometry (3-1) Algebraic curves, the definite integral, applications of the definite integral, logarithmic and exponential functions, trigonometric functions, techniques of integration, the ellipse, the hyperbola, and identification of a conic.

170111

Prerequisite: Mathematics 213A

Mathematics 223C — Calculus III and Analytic Geometry (3-1)

This course includes: Techniques of integration; hyperbolic functions; polar coordinates; indeterminate forms; improper integrals; parametric equations; vectors in the plane; vectors in three-dimensional space.

Prerequisite: Mathematics 213B

170111

Mathematics 223D — Calculus IV (3-1) This course includes:

Taylor's formula; infinite series; differential calculus of functions of several variables; directional derivatives; gradients; line integrals; multiple integration.

170111

Prerequisite: Mathematics 223C

Mathematics 223 — Differential Equations (3-0) Equations of the first order and degree; linear differential equations; operational methods; special types of higher order equations; Laplace transforms; applications of differential equations.

Prerequisite: Mathematics 223C.

170116

Medical Laboratory Technician

8028

Tyler Junior College offers a two year program designed to provide understanding, proficiency and skill as a Medical Laboratory Technician. Upon completion of the program, the student will be granted an Associate-in-Applied-Science Degree.

The first year of the curriculum is devoted largely to liberal arts studies on the junior college campus. In addition to liberal arts studies in the second year, courses are included to provide supervised clinical laboratory work experience in hospitals and clinics.

Three summer sessions of six weeks each are scheduled in the program. The first two summer sessions will be devoted largely to liberal arts studies and supervised clinical laboratory experience. During the fourth semester and the third summer session, students will be engaged full time in medical laboratories to gain additional knowledge and skills first-hand. They will be under the general supervision of a program coor-

dinator employed by Tyler Junior College. Group lectures to enrich the learning processes of the students will be provided.

When a student has completed the program, he should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 will be required on all Medical Laboratory Technology courses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

A Medical Laboratory Technician student cannot graduate unless he maintains an overall C average and has a minimum of a C in all Medical Laboratory Technology courses.

MEDICAL LABORATORY CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric
MTH 113E* — Applied Mathematics
BIO 114M — Introductory Biology I
MED 113 — Basic for Allied Health Service
BIO 114A — Microbiology
PSY 111 — Freshman Orientation

Semester II

CHM 114 — General Chemistry
MTH 113 — Algebra
MED 123 — Clinical Microbiology
BIO 124M — Introductory Biology II
MED 123A — Special Clinical Microbiology

Summer Session I

PSY 213 — Introductory Psychology
BIO 113B — Anatomy and Physiology

Summer Session II

MED 123S — Clinical Practice I
BIO 123B — Anatomy and Physiology

Semester III

CHM 124 — General Chemistry
MED 223A — Medical Laboratory Techniques II
MED 213C — Clinical Chemistry
MED 213A — Medical Laboratory Techniques I
ENG 123 — Composition and Rhetoric

or

ENG 223B — Technical Report Writing

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Semester IV

MED 226 — Clinical Practice II

MED 226A — Clinical Practice III

Summer Session III

MED 216S — Clinical Practice IV

Medical 113 — Basic for Allied Health Service (3-9) An introduction to the field of Medical Laboratory Technology and a study of hematology and urinalysis.

Medical 123 — Clinical Microbiology (3-9) Practical and basic applications of methods and equipment used in clinical microbiology. Brief history of methods to furnish a basic background and terminology. A number of orientation sessions at the hospital laboratory bacteriology departments are included.

Medical 123A — Special Clinical Microbiology (3-3) Practical and basic applications of methods in parasitology, mycology, and special bacteriology.



Medical 123S — Clinical Practice I (0-15) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

Medical 213A — Medical Laboratory Techniques I (3-3) A study of topics related to clinical serology with laboratory applications to various serological procedures.

Medical 213C — Clinical Chemistry (3-6) Topics of applications in chemistry related to the clinical laboratory.

Medical 216S Clinical Practice IV (0-40) This course is designed to provide clinical laboratory experience in the area of specialization. Students will be under the supervision of a program coordinator.

Medical 223A — Medical Laboratory Techniques II (3-6) A study of principles in blood banking and coagulation techniques with laboratory application of the various procedures used in a clinical laboratory.

Medical 226 — Clinical Practice II (MLT) (1-19) This course is designed to provide clinical laboratory experience in the area of special A. M. training. Students will be under the supervision of a program coordinator.

Medical 226A — Clinical Practice III (1-19) This course is designed to provide clinical laboratory experience in the area of special P. M. training. Students will be under the supervision of a program coordinator.

Mid-Management

5621

The Mid-Management program is a cooperative work-study program which leads to an Associate Degree in Applied Science. The Mid-Management curriculum is an accelerated program designed to give selected students the advanced management course needed for managerial skills. Its purpose is to provide a practical, comprehensive program covering the full spectrum of management activity. The program is designed to meet both the requirements of young people preparing for careers in business management as well as men and women who are already actively engaged in business and industry.

Structured to provide functional management theory that can be applied immediately to the job, the Mid-Management program supports the theory that there is no substitute for experience in the learning process.

Concurrent with the academic Mid-Management courses, the Mid-Management major is required to take a course called Management Internship. One of the requirements of the management internship course is that a student must work a minimum of 20 hours per week at a training station provided or approved by a Mid-Management coordinator.

Persons desiring to enroll in the Mid-Management program should:

1. Make application for Mid-Management in advance of the fall and spring registration periods.
2. Be counseled by a Mid-Management coordinator.
3. Be placed in an approved Management training station.
4. Obtain a permit to register slip from the Mid-Management coordinator.

Persons who may have an interest in management but who are not interested in the management internship, may enroll for the Mid-Management series on prior approval.

MID-MANAGEMENT CURRICULUM (Supervision Option)

Semester I

ENG 113 — Composition and Rhetoric

BA 113B — Introduction to Business

MMG 113C — Human Relations in Management

MMG 113B — Principles of Management

MMG 113A* — Mid-Management Work Experience
and Seminar

PSY 111 — Freshman Orientation

Semester II

BA 113C — Business Correspondence

BA 113D — Business Mathematics

MMG 123 — Principles of Marketing

MMG 123A* — Mid-Management Work Experience
and Seminar

Approved Elective**

*Mid-Management Internship includes twenty hours of supervised work experience each week, with one-hour related weekly seminar. Students are limited to only one internship course per semester.

**Suggested Electives: History, Government, Electronic Data Processing 123C (Management Computer Use), Business Administration 113M (Office Machines), Business Administration 113T (Typewriting), MMG 113S, MMG 223R.

Semester III

MMG 211 — Placement Preparation or
Approved Elective**

MMG 213B — Personnel Management

MMG 213 — Advertising and Sales Promotion

MMG 213A* — Mid-Management Work Experience
and Seminar

BA 113A — Elementary Accounting

ECO 213 — Principles of Economics

Semester IV

MMG 223 — Salesmanship

MMG 223B — Introduction to Public Relations

MMG 223A* — Mid-Management Work Experience
and Seminar

SPH 223A — Business and Professional Speaking
Approved Elective**

Mid-Management 113B — Principles of Management (3-0) This course combines the traditional concepts of management with the newer systems concept in an endeavor to develop a systems approach to management. The process of managing by planning, organizing, directing, coordinating and controlling is a integral part of this approach. The relationship of the principles of management to business situations using case studies is basic in this course.

Mid-Management 113C — Human Relations in Management (3-0) The basic understanding of the individual alone and as a part of groups is critical to the businessman. Included are introduction and definition, the role of the manager and such topics as leadership, motivation, communication, group dynamics, and human relations and job performance.

Mid-Management 113S — Small Business Management (3-0) This course is designed to develop the student's understanding of those aspects of management that are uniquely important to small firms. The course will introduce the student to the economic, social, and legal functions necessary to understand required business records, legal and government relationships, profit planning, capital and credit, and factors that influence business failure and success.

*Mid-Management Internship includes twenty hours of supervised work experience each week, with one-hour related weekly seminar. Students are limited to only one internship course per semester.

**Suggested Electives: History, Government, Electronic Data Processing 123C (Management Computer Use), Business Administration 113M (Office Machines), Business Administration 113T (Typewriting), MMG 113S, MMG 223R.

Mid-Management 123 — Principles of Marketing (3-0) A general analysis made of the social and economic aspects of distribution as found in business organizations. Included is a study of the marketing structure and functions, institutional problems, prices, advertising and products.

Mid-Management 211 — Employment Preparation and Job Interview (1-1) A course to assist the student prepare for a job application and employment. Subjects and projects would include resume' preparation, employment application, job interviews, college placement services, and sources of employment information.

Mid-Management 213 — Advertising and Sales Promotion (3-0) The fundamental principles, practices and common media in modern advertising are introduced. Included are those activities that supplement both advertising and personal selling, such as sampling, displays, demonstrations and other kinds of effort that render them effective.

Mid-Management 213B — Personnel Management (3-0) This course includes the study of personnel policies and administration, education and training, job classification and analysis, labor supply, employment and testing. Hours of work, labor union relations and employee safety and health problems.

Mid-Management 223 — Salesmanship (3-0) The basic principles of personal salesmanship are covered, with a study of methods, problems and duties of a salesman.

Mid-Management 223B — Introduction to Public Relations (3-0) The course introduces the techniques of public relations applied to supervisory and management positions. Customer relations are emphasized. Attention is given to programming a total public relations effort and selecting the strategy, media and persuasive devices which will accomplish given objectives.

Mid-Management 223R — Retail Merchandising (3-0) A study is made of the planning and supervision involved in marketing merchandise or service which will best serve to realize the marketing objectives of business. Included is the organization and operation of the retail store and an analysis of retail buying and merchandising procedures covering buying, receiving, pricing, credit and collections, sales promotion, display, inventory and control.

Mid-Management 113A — 123A — 213A — 223A — Mid-Management Work Experience & Seminar (1-20) Internship is open only to students enrolled in the Mid-Management Program. This provides actual work experience in the retail,

wholesale, or service business field as a paid employee. The student, the employer and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and the program coordinator. MMG 113A - 123A are prerequisites for MMG 213A - 223A, or consent of instructor.

A weekly one hour seminar is held in conjunction with his job.

Three semester hours credit each semester for four semesters.

The student can only take one internship per semester.

MINERAL LAND MANAGEMENT

5423

The objective of the Land Management Program is to provide the student with the fundamental knowledge needed to enable him to seek employment as a leasing agent for oil, gas, and mineral rights. The program centers around an intensive study of land records as recorded in county courthouses and the laws regulating land sales and leasing transactions. Students will also be introduced to map interpretations, boundary location, oil and gas laws, and the basic information necessary for property appraisal. Also included are other courses which will assist in leasing transactions.

Students successfully completing the courses in this nine-month curriculum will receive a Certificate of Proficiency.

MINERAL LAND MANAGEMENT CURRICULUM

Semester I

REM 113 — Real Estate Principles

REM 113B — Introduction to Land Records

BA 113T* — Beginning Typing

or

Approved Elective

BA 113 — Oil and Gas Law

ENG 113 — Composition and Rhetoric

Semester II

REM 213 — Methods in Land Title Investigation

*Those students who have typing skills may select an approved elective.

REM 123 — Real Estate Law

DFT 123R — Drafting for Real Estate

SPH 223A — Business and Professional Speaking

ENG 223B — Technical Report Writing

or

Approved Elective

Approved Electives: BA 113A (Elementary Accounting), REM 113D (Real Estate Math), DFT 223C (Plane Surveying), MMG 113C (Human Relations), REM 123B (Real Estate Appraising), Government, PT 113 (Petroleum Development), GEO 114 (General Geology).

Music

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year music curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for the *major* for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a *concentration* for two (2) semester hours each semester. All music majors should take, in addition to either a *major* or a *concentration*, a *secondary* private lesson for one (1) semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

SUGGESTED COURSE PLAN FOR MUSIC MAJORS

Semester I

English 113

History 213

Music 113T

Music 111T

Music 113L

Applied Music (Major
or Concentration)

Semester II

English 123

History 223

Music 123T

Music 121T

Music 123L

Applied Music (Major
or Concentration)

Applied Music (Secondary)	Applied Music (Secondary)
Band or Choir	Band or Choir
Physical Education	Physical Education
Psychology 111	

Instrumental and vocal instruction is available as follows:

Applied Music 111V, 121V, 211V, 221V — Voice Secondary
Private Instruction 100421

Applied Music 112V, 122V, 212V, 222V — Voice Concentration
Private Instruction 100421

Applied Music 113V, 123V, 213V, 223V — Voice Major Private
Instruction 100421

Applied Music 111K, 121K, 211K, 221K — Piano or Organ
Secondary Private Instruction 100420

Applied Music 112K, 122K, 212K, 222K — Piano or Organ Con-
centration Private Instruction 100420

Applied Music 114K, 124K, 214K, 224K — Piano or Organ Major
Private Instruction 100420

Applied Music 111W, 121W, 211W, 221W — Flute, Clarinet,
Oboe, Saxophone, Bassoon — Secondary Private Instruction
100419

Applied Music 112W, 122W, 212W, 222W — Flute, Clarinet,
Oboe, Saxophone, Bassoon — Concentration Private Instruc-
tion 100419

Applied Music 114W, 124W, 214W, 224W — Flute, Clarinet,
Oboe, Saxophone, Bassoon — Major Private Instruction
100419

Applied Music 111B, 121B, 211B, 221B — Trumpet, Baritone,
Trombone, French Horn — Tuba Secondary Private Instruction
100416

Applied Music 112B, 122B, 212B, 222B — Trumpet, Baritone,
Trombone, French Horn — Tuba Concentration Private Instruc-
tion 100416

Applied Music 114B, 124B, 214B, 224B — Trumpet, Baritone,
Trombone, French Horn — Tuba Major Private Instruction
100416

Applied Music 111S, 121S, 211S, 221S — Violin, Cello, Double
Bass, Harp, Guitar — Secondary Private Instruction 100417

Applied Music 112S, 122S, 212S, 222S — Violin, Cello, Double Bass, Harp, Guitar — Concentration Private Instruction

100417

Applied Music 114S, 124S, 214S, 224S — Violin, Cello, Double Bass, Harp, Guitar — Major Private Instruction

100417

Music 112V, 122V, 212V, 222V — Voice Class (1-2)

100414

Music 112G — Classical Guitar (2-1) Class instruction for beginners in guitar. Selected solo and duet pieces are used to teach music reading in the first position. Traditional classical guitar technique is emphasized. Students also learn how to accompany folk and popular songs using simple chord fingerings. No previous experience in music and/or guitar is required.

100413

Music 122G — Classical Guitar (2-1) A continuation of Music 112G. More solo literature is covered including the simpler works of Canulli, Sor and Aguado and the traditional "Maleguena". Students also learn how to accompany songs using "movable" chords in higher positions. Exercises for strength, speed and independence including the Giuliani arpeggio studies and the major scales.

100413

Prerequisite: Completion of Music 112G or examination by instructor.

Music 121V — Brass Class (1-2) The study of the trumpet, trombone, French horn and tuba. Ability to play scales on these brass instruments.

100410

Music 211W — Woodwinds Class (1-2) The study of six woodwind instruments: flute, oboe, clarinet, bassoon, saxophone and piccolo.

100412

Music 111 — Diction Class (0-2) A study of phonetic sounds of the French, German, or Italian languages to promote the ability to sing in those languages. No attempt is made to develop knowledge of grammar or vocabulary. Use of records for developing facility in speaking or singing.

100426

Music 121 — Diction Class (0-2) Continuation of MU 111.

100426

Music 111A — Opera Workshop (0-2) A course established to give the student musician practical operatic experience in the performance of portions of or complete operas. Study of the integration of music, acting, and staging of an opera from a practical approach.

100407

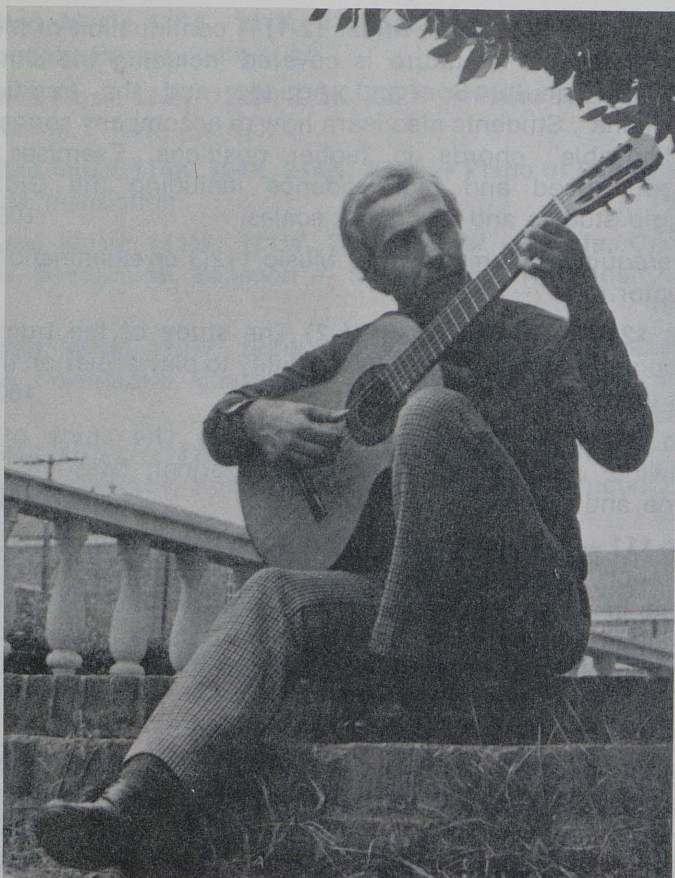
Music 121A — Opera Workshop (0-2) Continuation of MU 111A. **100407**

Music Theory

Music 111T, 121T — Elementary Ear Training and Sight Singing (2-1) Rhythmic, melodic, and harmonic dictation in the major and minor modes; sight singing in the treble and bass clefs. Must be taken concurrently with Music 113T, 123T respectively.

Required of music majors.

100401



Music 113A, 123A — Music Fundamentals (3-0) An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm; application of theory as the keyboard.

This course is designed for those who lack a background in music theory but who desire to pursue the study of music, or for those desiring an appropriate elective. **100501**

Music 113T, 123T — Elementary Harmony (3-0) The study of chord building and chord connection including keyboard harmony; triads and their inversions; cadences, modulations to related keys, simple non-harmonic tones, seventh chords, original part-writing exercises. Must be taken concurrently with Music 111T, 121T respectively. **100403**

Prerequisite: Ability to read simple music notation. Required of music majors.

Music 113L, 123L — Introduction to Music (3-1) A general survey of the development of the art of music designed to provide a basic understanding of the principal periods and styles of music literature; origins, folk music, plainsong, vocal and instrumental forms, elementary acoustics, biographical sketches, bibliography, and an elementary understanding of the piano keyboard. **100602**

No prerequisites for Music 113L; open to non-music majors. Required of music majors.

Music 113N — Foundations in Musical Performance (3-0) Emphasis is upon participation and in gaining the necessary skill for satisfactory performance in playing an instrument, listening, and creating rhythmic responses. Development of increasing ability to manage notation (music reading) is achieved through the use of pre-instruments. Designed specifically for the non-music major. **100502**

Music 111R — Perspective In Jazz (1-0) A lecture-discussion class concerning topics in the area of jazz, with special emphasis on the development and contribution of jazz in American culture. **100603**

Music 211T, 221T — Advanced Ear Training and Sight Singing (2-1) Continuation of dictation and sight singing studies, including the C clefs, modulation, and chromatic intervals. Must be taken concurrently with Music 213T, 223T respectively.

Prerequisite: Music 121T. Required of music majors.

100402

Music 213T, 223T — Advanced Harmony (3-0) A further study of harmony and an introduction to counterpoint; the ninth, eleventh and thirteenth chords, chromatically altered chords, modulation to distant keys, the decorative material of harmony; a survey of the five species. Must be taken concurrently with Music 211T, 221T, respectively. **100404**

Prerequisite: Music 123T. Required of music majors.

Musical Organizations

Music 112B, 122B — Band (1-4) **100422**

Music 212B, 222B — Band (1-4) **100422**

The official Apache Band, open to any student who has had suitable training. Five hours per week.

Music 112S — Stage Band (1-2) **100423**

Music 122S — Stage Band (1-2) **100423**

Music 112Ch-1, 122Ch-1 (1-3) **100424**

Music 212Ch-1, 222Ch-1 (1-3) **100424**

A mixed chorus organized for the purpose of singing the more important works of vocal ensemble. Members of this group engage in a wide variety of public performance. Open to students by audition. Four hours per week.

Music 113O, 123O — Symphony Orchestra **100422**

Music 213O, 223O — Symphony Orchestra **100422**

Open to advanced instrumental students. Members are given practical training in professional orchestral routine in the East Texas Symphony Orchestra.

Admission by audition. Four hours per week.

Music 111D, 121D — Concert Band (1-2) **100422**

Music 211D, 221D — Concert Band (1-2) **100422**

An instrumental group which performs symphonic wind ensemble and band repertoire. Open to any student in the college by audition.

Music 111E, 121E, 211E, 221E — Small Ensemble (1-2) Class instruction in the performance of classical music. **100423**

Music 111H, 121H — Harmony and Understanding (0-3) **100425**

Music 211H, 221H — Harmony and Understanding (0-3)**100425**

A highly select vocal ensemble. Students are admitted after competitive auditions. Students admitted must concurrently be members of the college choir.

Professional Nursing (RN)*

The Tyler Junior College, Medical Center Hospital, and Mother Frances Hospital cooperate with the Texas Eastern School of Nursing (a private, non-profit corporation) in the training of Registered Nurses.

Students of the first two years of this three-year program enroll regularly in Tyler Junior College for instruction in the sciences and required academic courses and for instruction in the first two years of the nurse training program.

Students receive practical training and experience on the units of the hospitals. The third year of the program is conducted independently by the Texas Eastern School of Nursing.

The hospitals are fully accredited by their respective accrediting associations; Tyler Junior College is accredited by the Southern Association of Colleges and Schools; and the Texas Eastern School of Nursing is accredited by the National League for Nursing and the Board of Nurse Examiners for the State of Texas.

Graduates are eligible to take the examination for licensure as Registered Professional Nurses. Students meeting the requirements of Tyler Junior College may receive the Associate in Applied Science Health Degree.

Students desiring to enroll in the program may do so at either Tyler Junior College or the Texas Eastern School of Nursing.

TESN CURRICULUM PLAN FOR NURSING STUDENTS**Semester I**

English 113
Nursing 113
Nursing 114
Biology 113B
Chemistry 114A*

Semester II

Nursing 123
Nursing 124
Biology 123B
Biology 114A**
Psychology 223A

*Should not be confused with Vocational Nursing (LVN curriculum also in this catalog).

The freshman class is divided into two groups to allow for smaller groups and better instruction.

*Group I: take this course in the Fall; Group II in the Spring

**Group I: take this course in the Spring; Group II in the Fall

Summer Session I

English 123***

Psychology 213***

Summer Session II

Sociology 213***

*** All students in both groups will take these courses in the Summer. Any student who elects not to follow the curriculum plan may be in jeopardy of progressing with the class.

Semester III

Nursing 216A*

Nursing 216B*

Semester IV

Nursing 216C*

Nursing 226*

* Students will be divided into two groups in order to have smaller classes and fewer students in specialty areas at one time during the 2nd level. These groups will alternate each eight weeks during the Fall and Spring semesters until all of Nursing 216 A, B, and C, Nursing 226 are completed by each student.

Semesters V & VI — See the catalog of the Texas Eastern School of Nursing.

Nursing 113— Introductory Nursing Nutrition and Pharmacology (2-2) (Taken prior to, or concurrently with Nursing 114.) The emphasis of this level one course is threefold:

Introduction to nutrition in health and disease.

Concepts of basic pharmacology.

Health through physical fitness provided in the labs.

Introduction to nutrition will include: functions, fats, carbohydrates, vitamins and minerals; regional, cultural and religious food patterns; ecology of food; and diet planning. A portion of the lab will include meal service and patient teaching related to nutritional needs and dietary regime.

***All students in both groups will take these courses in the Summer. Any student who elects not to follow the curriculum plan may be in jeopardy of progressing with the class.

Concepts of basic pharmacology will include: sources of information; legislation and standards; names, sources, active constituents, and pharmaceutical preparations of drugs; weights and measures, physiology of drug utilization; and major classifications of drugs. Laboratory hours will be spent on mathematics related to pharmacological preparations.

Health through physical fitness will be pursued in the laboratory. An understanding and experience will be gained in the relationship of physical activity to our health, personal appearance, and psychological well-being. Good posture and proper body mechanics will be presented for performance of nursing care as well as for general health practices.

120351

Nursing 114 — Fundamentals of Nursing (4-9) (Taken concurrently with Nursing 113) This initial level one course is a sixteen week study designed to aid the student in developing ideas, attitudes, concepts and skills basic to the practice of nursing. Emphasis is placed on the interrelationship of nursing, man and health, professionalism, safety, hygiene and utilization of the nursing process in relation to selected health problems of the hospitalized adult. Experiential learning occurs through independent research, classroom participation and concurrent guided skills laboratory and clinical practice. This course serves as a prerequisite to all other nursing courses.

120301

Nursing 123 — Introduction to Psychiatric Nursing (2-2) (Taken prior to, or concurrently with Nursing 124.) This level one course is an introduction to Psychiatric Nursing and will be pursued through basic communication skills while identifying the components and methods of verbal and non-verbal communications. Laboratory time will be utilized for practice of those skills. The student will learn to evaluate the therapeutic value of interpersonal interactions. Laboratory experiences will also emphasize the mental health aspects of physical fitness.

120352

Nursing 124 — Fundamentals of Nursing (4-9) (Taken concurrently with Nursing 123) The second level one course is a sixteen week study designed to expand the students' concepts and skills basic to the practice of nursing. Emphasis is placed on the utilization of the nursing in relation to selected health problems of the hospitalized adult and the nurses' role in medication administration, infection control, the pre- and post-

operative patient, the grief process and special populations of patients. Current issues and trends in nursing are also examined. Experiential learning occurs through independent research, classroom participation and concurrent guided skills laboratory and clinical practice. This course serves as a prerequisite to all Level II nursing courses. Students enrolling in Nursing 124 must have successfully completed Nursing 114.

120301

Nursing 216A — Medical and Surgical Nursing (3-10-4) This course is designed to assist the student in becoming familiar with medical and surgical conditions primarily of the adult patient. The content is arranged according to the theory that learning proceeds from the simple to the complex. The systems approach is utilized with the intent of developing a foundation for succeeding subject matter. Concurrent guided clinical experience is provided in the local hospitals and community health experiences are provided when applicable.

120302

Nursing 216B — Medical-Surgical Nursing (3-10-4) This course provides general information and trends applicable to most medical-surgical patients. Anatomical systems with specific conditions are presented in relation to diagnostic measures, classical pictures, pathology, medical and surgical management, rehabilitation and health teaching, with special emphasis on the nursing care of these patients. Concurrent guided clinical experience is provided in the local hospitals, and community health experiences are provided when applicable.

120303

Nursing 216C — Medical-Surgical Nursing (3-10-4) This course is a study of nursing techniques and skills applied to the patient with neoplastic diseases and patients in need of surgical intervention. Emphasis is placed on total patient care as affected by the aseptic oriented environment and cyclic rotation experiences are provided for each student. Principles taught include, asepsis, mental health concepts, community health and health teaching. Concurrent laboratory practice is provided in the local hospital.

120303

Nursing 226 — Psychiatric Nursing, Principles and Practices (3-10-4) This course is designed to help the student develop a better understanding of man's behavior and how this relates to health and illness. Emphasis is placed upon an understanding of the principles and methods employed in psychiatric nursing. A study of socially ineffective behavior as well as history,

trends and legal implications in psychiatric nursing are presented. The student gains an awareness of his/her role in the community mental health program. The student is helped to integrate psychiatric nursing principles into general nursing practice.

Concurrent guided clinical laboratory practice is provided in a local general hospital, a state mental hospital and community mental health agencies.

120302

Nursing Home Administration

8222

This program provides a two-year course of theoretical and professional training at the college level, leading to the degree of Associate-in-Applied Science in Nursing Home Administration. The curriculum is so designed that upon successful completion the state license requirements regarding the associate degree will have been met.

Students will be able to provide leadership in therapeutic recreation as well as mastering subject matter pertaining to legal, physical, and financial management needed to succeed as a nursing home administrator.

NURSING HOME ADMINISTRATION CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric
SPH 223A — Business and Professional Speaking
NHA 113 — Introduction to Nursing Home Administration
NHA 113A — Psychology of Patient Care
Approved Elective*

Semester II

BA 214 — Principles of Accounting
REC 213 — Group Leadership
NHA 123 — Technology of Patient Care
NHA 123A — Nursing Home Administration Law
Approved Elective*

Semester III

GOV 213 — American Government

NHA 216 — Nursing Home Internship I

(with seminar)

NHA 213A — Financial Management of the Nursing Home
Approved Elective*

Semester IV

PSY 213 — Introductory Psychology

NHA 226 — Nursing Home Internship II

NHA 224A — Nutrition and Quantity Foods

Approved Elective*

Nursing Home Administration 113 — Introduction to Nursing Home Administration (3-0) Review is made of the history and philosophy of nursing homes. Understanding and review and application of nursing home standards, the typical working organization, and the study of gerontology. Preparation of job descriptions for the nursing home staff. Review of the functions, methods, and procedures of administering a nursing home including policy writing for admission, discharge, patient care, transfer, emergency, operations, etc. The course assists the administrator in defining and relating the concepts, technology and other technical aspects of nursing home operation.

Nursing Home Administration 113A — Psychology of Patient Care (3-0) This course familiarizes the administrator with the personality dynamics involved in helping the geriatric patient adjust to his new dependent environment — understanding of problems specifically related to psychological, emotional, and social needs, with an introduction of alternate courses of action to meet these needs.

Nursing Home Administration 123 — Technology of Patient Care (3-0) This course includes a detailed study of the technical aspects of nursing home operation, including medical records, pharmacology, and medical terminology, patient care and nursing procedures, safety, physical therapy equipment, recreational therapy, and sanitation.

Nursing Home Administration 123A — Nursing Home Administration Law (3-0) Nature and scope of law; court system; law of contracts; principal and agent; business organizations,

*Suggested Electives: English 223B — Technical Report Writing, Business Administration 113D — Business Mathematics, Government 223 — American State Government, Sociology 213 — Introduction to Sociology, Mid-Management 113B — Principles of Management, History 213 — History of the United States, History 223 — History of the United States.

including partnerships and corporations; state community property laws, torts, bailments, employer/employee relationships; introduction to theory and practice of insurance as applicable to owners of nursing homes with emphasis on burden of financial loss, contractual arrangements and contracts; legal liabilities for bodily injury and property damage to patients and visitors. Medicare, Medicaid, and government regulations; environmental health and safety regulations, local health and safety standards.

Nursing Home Administration 216 — Nursing Home Internship I (with seminar) (3-20) Management Internship supervised by a Preceptor-Administrator approved by the State Board of Licensure of Nursing Home Administrators, in an approved facility. Three hours classroom plus twenty hours of on-the-job administrative training per week. Critique of current job and its related experience and correlate these experiences to classroom discussions of ways to assist the new entrant into the nursing home administrative career field.

Nursing Home Administration 213A — Financial Management of the Nursing Home (3-0) Techniques and strategies of financial information for management decision-making in the nursing home, emphasizing the budgeting process and relationships between statistical and financial data. Includes study of special accounting requirements of Medicare and other government programs.

Nursing Home Administration 226 — Nursing Home Administration Internship II (3-20) Management Internship supervised by a Preceptor-Administrator approved by the State Board of Licensure of Nursing Home Administrators, in an approved facility. Three hours classroom plus twenty hours of on-the-job administrative training per week. Critique of current job and its related experience, correlating these experiences to classroom discussions of ways to assist the new entrant into the nursing home administrative career field.

Nursing Home Administration 224A — Nutrition and Quantity Foods (3-1) Fundamental principles of nutrition and metabolic process. Food selection and quality of nutrients in normal and therapeutic diets related to needs of patient.

Food problems of institutions including menu planning, food costs, preparation, and serving in large quantities.

Ophthalmic Technician and Dispensing 8037

The curriculum for Ophthalmic Technicians and Dispensing represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt, and fit eyeglasses or contact lenses to the human face, for the aid of correction of visual or ocular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

Students successfully completing this two-year program are awarded the Associate-in-Applied Science Degree.

OPHTHALMIC TECHNICIAN AND DISPENSING CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric
MTH 123E* — Applied Mathematics
PHY 113 — Physics Problems I
OD 113 — Ophthalmic Materials and Lab I
OD 113B — Introduction to Lens and Frame Measurements
PSY 111 — Freshman Orientation

Semester II

OD 123 — Ophthalmic Materials and Lab II
OD 123A — Anatomy & Physiology of the Eye
OD 123B — Principles of Optics I
MMG 113S — Small Business Management
Approved Elective

Summer Session I

OD 114S — Practicum

Summer Session II

OD 124S — Practicum

Semester III

OD 213 — Ophthalmic Materials and Lab III
OD 213A — Ophthalmic Dispensing I

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

OD 213B — Principles of Optics II

OD 213C — Practicum

or

Approved Elective

OD 213D — Office Procedures, Ethics, and Insurance

Semester IV

OD 223 — Contact Lenses & Special Aids

OD 224A — Ophthalmic Dispensing II

OD 223D — Seminar

ENG 223B — Technical Report Writing

OD 223C — Practicum

or

Approved Elective

Suggested Electives: MMG 113B, MMG 223, History, Government.

Ophthalmic Dispensing 113 — Ophthalmic Materials and Laboratory I (2-4) The history and development of glass. Basic optical terminology. Fundamentals of lens manufacturing. Explanation of the functions of lens grinding and polishing machines. Computations for grinding lenses. Truing of tools and use of gauges.

Ophthalmic Dispensing 113B — Introduction to Lenses and Frame Measurements (3-0) This is an introduction to the study of practices and responsibilities of the Ophthalmic Dispenser. Particular emphasis is placed on measurements as determined by lens and eye characteristics as well as frame selection in relation to the facial contour, facial features, and the patients' personalities. Measuring of an individual's inner ocular distance to determine the placement of lenses is also studied.

Ophthalmic Dispensing 123 — Ophthalmic Materials and Laboratory II (2-4) Methods of grinding and polishing spherical and cylindrical surfaces. Use of the lens generating machines. Blocking lenses by hand and by machines. Principles of computing lens curves and thicknesses. Prism grinding. Use of laboratory charts. Methods for laying out and marking single vision and multifocal lens blanks. Special considerations in grinding and polishing complex prescriptions in glass and plastic lenses. Operation of the lens hardening machines.

Ophthalmic Dispensing 123A — Anatomy and Physiology of the Eye (3-0) A study of the anatomy and physiology of the eye and its associated structures such as the lids, lacrimal ap-

paratus, muscles and the orbit. Topics include: structure and function of the cornea, lens and retina; refraction at plane and spherical surfaces, spherical surfaces and Prisms; thin lens optics, and Photometry.

Ophthalmic Dispensing 123B — Principles of Optics I (3-0)

Basic concepts and principles of light as they are applicable to finished lenses in frames. The effects on light rays through proper and improper adjustment. Determination of correct lens for single vision, bifocal and prism lenses.

Ophthalmic Dispensing 213 — Ophthalmic Materials and Laboratory III (3-3)

Interpretation and analysis of the shop order. Selecting the proper tools and blanks. Preparation of lens for cutting and edging to size. Operation of the automatic edging and beveling machines. Hand edging of lenses. Practice in inserting lenses into plastic and metal frames. Drilling and mounting lenses into rimless spectacles. Special techniques in handling plastic lenses. Instruction in use of the lensometer and vertometer. Evaluation and analysis of completed spectacles for accuracy and quality.

Ophthalmic Dispensing 213A — Ophthalmic Dispensing II (3-3)

Study of the practices and responsibilities of the Ophthalmic Dispenser. Taking ocular measurements. The use of various measuring instruments. Prescription analysis and interpretation of single-vision, multifocal and prism lenses. Considerations in making glasses for occupational use. Tinted lenses and their uses. Principles and techniques of skillful fitting and adjusting of spectacles.

Ophthalmic Dispensing 213B — Principles of Optics II (3-3)

A continuation of Principles of Optics I. Topics include: thick lens systems; vertex power of lenses; theory of optical instruments; aberration of lenses; interference diffraction and polarization of light. Laboratory work illustrates and supplements the lecture material.

Ophthalmic Dispensing 213D — Office Procedures, Ethics, and Insurance (3-0)

The study of retail office procedures and ethics. The layout of a dispensing office and laboratory. The study of insurance programs and claims.

Ophthalmic Dispensing 223 — Contact Lenses (3-3)

An introduction to contact lens theory and practice. Topics include: history, development and manufacture of contact lenses; use of Keratometer and Ophthalmometer; optics of contact lenses; fitting of corneal, scleral and cosmetic contact lenses; patient

management; use of biomicroscope and fluorescein in evaluation of lens fit for optimum performance.

Ophthalmic Dispensing 224A — Ophthalmic Dispensing II (3-6)

Psychology of dispensing. Consideration of style and fashion in eyewear. Dispensing procedures relating to bifocals and complex prescriptions. Considerations of the visual problems of the aphakic patient. Techniques of fitting and adjusting of plastic, metal and rimless spectacles. Dispensing of occupational spectacles. Office management. Evaluation and analysis of completed spectacles for accuracy and quality.

Ophthalmic Dispensing 223D — Seminar (3-0) A review of the four semesters work preparation to the State and National Certification Exam.

Ophthalmic Dispensing 114S (0-20), 124S (0-20), 213C (0-12), and 223C (0-12) — Practicum. Practical experience in offices and laboratories of dispensing opticians. Assignments in work related experiences will be rotated to enable the student to obtain experience in all types of Ophthalmic Dispensing.

Ornamental Horticulture

5026

Ornamental Horticulture describes a group of occupations which deal with the propagation and production of ornamental plants, the design and construction of landscapes, and the sale and use of trees, shrubs, flowers, garden plants and turf. These occupations improve and beautify man's environment. At Tyler Junior College, the ornamental horticulture curriculum includes two programs, the landscape-nursery option and the greenhouse-nursery-floral option. Both of these options lead to the Associate in Applied Arts and Sciences Degree.

ORNAMENTAL HORTICULTURE CURRICULUM

Semester I

MMG 113S — Small Business Management

HRT 113A — Landscape Plant Materials I

HRT 113B — Horticulture Chemicals

ENG 113 — Composition and Rhetoric

MTH 113E — Applied Mathematics

PSY 111 — Freshman Orientation

Semester II

AGR 123B — Horticulture

HRT 123 — Landscape Plant Materials II

HRT 123A — Herbaceous and Tropical Plants

BIO 124B — Botany

HRT 123B** — Floral Art

or

HRT 123C* — Landscape Maintenance

Semester III

HRT 213 — Greenhouse Horticulture

HRT 213A — Nursery Operation

HRT 213C** — Floral Design

or

HRT 213B* — Landscape Design

HRT 213D* — Fundamentals of Landscaping

or

HRT 213E** — Greenhouse Crop Production

BA 113A — Elementary Accounting

Semester IV

HRT 223 — Ornamental Crop Production

HRT 223A — Seminar

HRT 223C** — Florist Management

or

HRT 223B* — Landscape Planning & Management

MMG 223 — Salesmanship

HRT 223D* — Landscape Development

or

HRT 223E** — Horticultural Pest Control

Horticulture 113A — Landscape Plant Materials I (2-2) This course covers the identification and classification of landscape trees and the study of their characteristics and landscape uses. The course will cover ornamental trees, evergreen trees, shade trees, and some fruit and nut trees.

Horticulture 113B — Horticultural Chemicals (3-1) An introductory survey course of some chemicals and their proper use in the ornamental horticulture industry. Chemical fertilizers, hormones, and growth regulators will be included.

Horticulture 123 — Landscape Plant Materials II (2-2) This

*Students will take these courses for Landscape-Nursery specialization.

**Students will take these courses for Greenhouse-Nursery-Floral specialization.

course stresses the identification and classification of shrubs, vines, ground covers and selected flowers and landscapes.

Horticulture 123A — Herbaceous and Tropical Plants (2-3) This course is concerned with identification, culture, and use of ornamental herbaceous plants grown in homes, indoor and outdoor gardens, shopping malls, and other commercial buildings and conservatories.

Horticulture 123B — Floral Art (2-4) An introduction to the basis elements of art as used in the florist industry. Emphasis is placed on a basic understanding of color, texture, line, shape, and value on a two dimensional scale; and on these elements plus space and time on a three dimensional scale.

Horticulture 123C — Landscape Maintenance (2-2) A course designed to introduce students to the many areas of grounds maintenance. Trees, shrubs, ground covers, flowers, turf, and equipment used are covered. Public and private areas are covered. Actual practice of grounds maintenance is done in the laboratory sections. Designed mainly for students interested in professional grounds maintenance.

Horticulture 213 — Greenhouse Horticulture (2-3) This course covers the construction and operation of such ornamental horticulture production structures as greenhouses, lath houses, hotbeds, and cold frames. Stress is on effective environmental control and efficiency in production operations.

Horticulture 213A — Nursery Operation (2-3) In this course, emphasis is placed on the proper care of landscape plants. Retail nursery, landscape operation, garden center, as well as wholesale nursery will be covered.

Horticulture 213B — Landscape Design (3-3) This course gives basic principles of landscape design through proper selection of plants for commercial and residential landscapes.

Prerequisites: HRT 113A and HRT 123.

Horticulture 213C — Floral Design (2-4) A study of the basic principles of floral design using flowers and other materials to create special and unusual floral designs.

Horticulture 213D — Fundamentals of Landscaping (2-4) This course provides instruction in the basic concepts and practices used in preparing landscape plans, specifications, and cost estimates. This course gives basic principles of landscape design through proper selection of plants for commercial and residential landscapes.

Prerequisite: Taken concurrently with HRT 213B.

Horticulture 213E — Greenhouse Crop Production (2-2) This course is designed to cover plant material normally grown as "greenhouse crops". Emphasis will be on bedding plants, baskets, foliage plants and floral crops. Areas from growing to marketing will be covered.

Horticulture 223 — Ornamental Crop Production (2-3) The stress of this course is advanced methods in nursery and greenhouse crop production. Emphasis is put on container grown plants, selected pot plant production, and field production.

Horticulture 223A — Seminar (2-2) This course presents the student with some problem-solving methods used in the industry. Emphasis is placed on supervisory jobs in various fields of ornamental horticulture, analysis of skills, and the actual supervision and training of ornamental horticulture workers.

Horticulture 223B — Landscape Planning Management (2-4) This course provides advanced instruction and study in landscape business operation and the application of landscape principles and practices. It will cover industry structure, management, selling and advanced skills.

Horticulture 223C — Florist Management (2-4) This course is an advanced study of business operations in the florist business. It is a study of the structure of the industry, management practices, marketing methods, and selected advanced techniques in floral art.

Horticulture 223D — Landscape Development (1-5) This course covers the planning and landscape operations, the proper care of landscape plants and construction of landscape structures. It includes pruning and training of trees and shrubs, the culture of select grasses and installation of drainage and irrigation systems.

Horticulture 223E — Horticultural Pest Control (3-1) This course is designed to introduce Ornamental Horticulture students to pests common in the industry and how to control them effectively. There will be special emphasis on greenhouse grown crops.

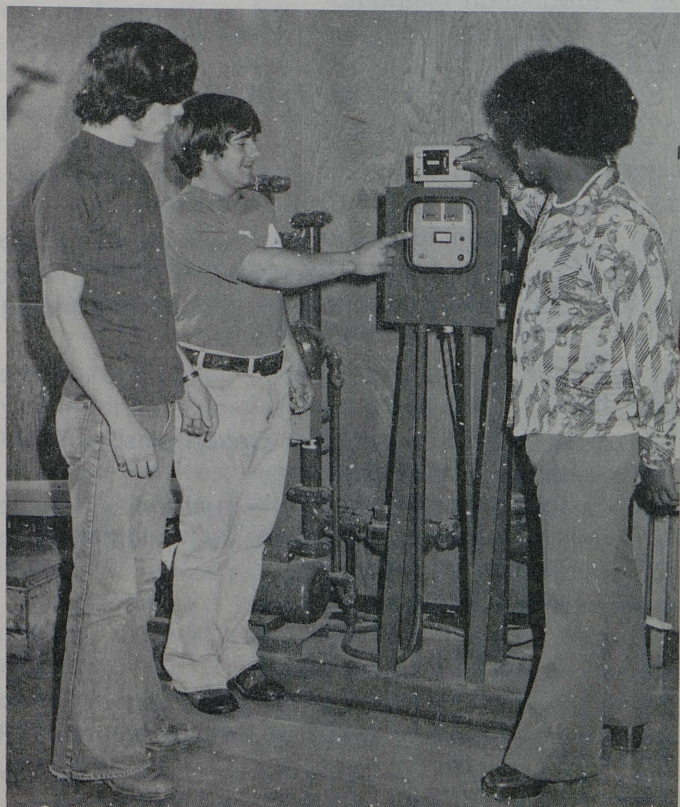
Petroleum Technology

8431

Students successfully completing this program receive the Associate-in-Applied Science Degree.

The petroleum technology curriculum is established with the advice and co-operation of employers and workers in the oil fields to provide preliminary training for workers in various aspects of petroleum development and production. The oil industry requires employees with training in locating, drilling and maintaining wells, and in handling and refining petroleum products.

While scientific background and related information is included in the technology course, major emphasis is upon operation in the oil field, with opportunity for field trips and for employment.



Petroleum technology majors have available training in four broad areas: exploration, development, marketing, and construction and maintenance. The two year program listed below is the curriculum required for students who plan to enter the petroleum industry in the field of exploration and development.

PETROLEUM TECHNOLOGY CURRICULUM

Semester I

PT 112A — Rotary Drilling Fluids
PT 112B — Drilling Equipment Field Laboratory
PT 113 — Petroleum Development
ENG 113 — Composition and Rhetoric
MTH 113E* — Applied Mathematics I
ELC 113P — Electrical Systems and Devices
PSY 111 — Freshman Orientation

Semester II

PT 121 — Oil Field Records
PT 123 — Production Methods
PT 122A — Production Equipment Field Laboratory
ENG 223B — Technical Report Writing
MTH 123E* — Applied Mathematics II
DFT 111 — Blueprint Reading

Semester III

PT 213 — Introduction to Petroleum Industry
PT 212A — Well Logging Methods
PT 213A — Petroleum Laboratory Methods
MTH 113T* — Applied Trigonometry
ELC 213P — Electronic Instrumentation
Approved Elective**

Semester IV

PT 222 — Planetable Surveying for Geophysics
PT 222A — Natural Gas Production
PT 222B — Geophysical Methods
PT 222C — Hydraulics for Petroleum Technologists
PHY 113 — Physics Problems
DFT 223B — Map Drafting

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**List of Electives: Geology 114, Geology 124, Chemistry 114, Chemistry 124, History, Government, Mid-Management 221.

Petroleum Technology

Petroleum Technology 113 — Petroleum Development (3-0)

Exploration methods, principles of oil field development, spacing of wells, rotary and cable tool drilling methods, drilling fluids, directional drilling, oil field hydrology, well completion practices.

Petroleum Technology 112A — Rotary Drilling Fluids (1-3)

Testing methods, determining drilling fluid characteristics, drilling fluid problems, use of special drilling fluids, laboratory exercises consisting of practice in altering the properties of fresh water and special drilling fluids for drilling through troublesome zones with the rotary system.

Petroleum Technology 112B — Drilling Equipment Field Laboratory (2-2) Trips to examine different types of drilling equipment in actual operation in the field. Also trips to service companies to study their drilling tools.

Petroleum Technology 121 — Oil Field Records (1-1) A study of records kept by oil companies and reports made within companies and to the railroad commission.

Petroleum Technology 123 — Production Methods (3-0) Methods of production of oil, including lease layout and operation, operation of treating equipment, well stimulation and work over.

Petroleum Technology 122A — Production Equipment Field Laboratory (2-2) Trips to examine different types of production equipment and treating equipment in actual operation and gas lift.

Petroleum Technology 212A — Well Logging Methods (2-0) A study of theories of electrical, micro-electrical radiation, optical chemical, and mechanical well logging methods and application of these theories, field examples and problems.

Petroleum Technology 213 — Introduction to Petroleum Industry (3-0) General study of the industry, including history of the industry, chemistry of petroleum, its occurrence in nature and its importance in the world economy, leasing and royalty exploration, drilling and production methods, conservation, transportation and refining, economics of the oil industry.

Petroleum Technology 213A — Petroleum Laboratory Methods (2-3) Tests made in the oil industry. Emulsion breaking, field tests made on crude oil, elementary refinery tests, corrosion tests, and lubricating oil tests and subsurface laboratory

methods.

Petroleum Technology 222 — Planetable Surveying for Geophysics (1-3) Use of the planetable and alidade in surveying as applies to use by geophysical party.

Petroleum Technology 222A — Natural Gas Production (2-0) Field handling of natural gas, study of methods, equipment technology of natural gas.

Petroleum Technology 222B — Geophysical Methods (2-1) Theory of geophysical methods; one complete problem in Seismic coverage of an area.

Petroleum Technology 222C — Hydraulics for Petroleum Technologists (2-0) Hydraulics in drilling, in oil pipelines, and in artificial lift.

Physical Education

Through the program of Physical Education, opportunity is provided for each student to gain knowledge and skill in many recreational activities to achieve a present level of physical fitness and to develop an understanding of the role of continued participation in exercise for total health and personal enjoyment of leisure time.

A program of intramurals is provided in addition to the activity classes which are required of all freshmen, meeting two hours per week for one semester hour of credit. Many students elect to meet the additional year's requirement included in the 4-year degree plans of most colleges and universities.

SUGGESTED COURSE PLAN FOR PHYSICAL EDUCATION MAJORS

Semester I

English 113

History 213

Biology 114C

Physical Education*

Physical Education,* Math,*
or Elective*

Physical Education*(activity)

Psychology 111

Semester II

English 123

History 223

Biology 124C

Physical Education*

Physical Education,* Math,*
or Elective*

Physical Education*(activity)

*See a Tyler Junior College counselor for specific courses in this department and for the suggested course plan for Semesters III and IV.

ACTIVITY COURSES FOR THE
PHYSICAL EDUCATION REQUIREMENT:

- Physical Education 111, 121, 211, 221 (0-2)** Includes such activities as calisthenics, isometrics, karate, football, basketball, volleyball, track, tennis, softball, and other physical fitness activities. **083521 - 083522**
- Physical Education 111A, 121A, 211A, 221A (0-2)** Girl's P. E. — basketball team. **083521 - 083522**
- 111B — Basketball and Softball (0-2) (2nd semester)** **083521**
- 111C — Speedball and Volleyball (0-2) (1st semester)** **083521**
- 111D — Archery and Badminton (0-2)** **083521**
- 111E — Beginning Tennis (0-2)** Basic skills and techniques of tennis. **083521**
- 121E — Intermediate Tennis (0-2)** Practice in basic skills; addition of strategy and intermediate strokes. **083521**
- 221E — Advanced Intermediate Tennis (0-2)** Stroke development and practice in game situations. **083522**
- 111F — Beginning Modern Dance (0-2)** (Open to Speech and Drama Majors) — Poise, balance and self-expression through fundamental dance movements. **083521**
- 211F — Intermediate Modern Dance (0-2)** (Open to Speech and Drama Majors) Continuation of 111F.
- 121F — Skilled Techniques for Modern Dance (0-2)** Emphasis on dance composition and choreography. **083522**
- 221F — Modern Dance Performance Lab (0-2)** Advanced skills in composition. **083522**
- 111G — Beginning Gymnastics (0-2)** Includes tumbling, uneven parallel bars, balance beam, trampoline, and floor exercise. **083522**
- 211G — Intermediate Gymnastics (0-2)** More advanced level of gymnastic activities. **083522**
- 111H — Folk Dance (0-2)** International dances and their historic development. **083521**
- 111J, 121J — Flag Football (0-2)** **083521**
- 111K, 121K — Basketball (0-2)** **083521**
- 111L, 121L — Weight Training (0-2)** **083521**

- 111M — Body Mechanics (0-2)** Concerned with figure, posture, physical performance ability, and exercise. **083521**
- 111N, 121N — Soccer (0-2)** **083521**
- 111P — Physical Fitness (0-2)** **083521**
- 111T, 121T, 211T, 221T — Advanced Tennis (0-2)** A course for men and women desiring to participate in inter-collegiate tennis. Admission by consent of the instructor. **083521-083522**

ACTIVITY COURSES FOR PHYSICAL EDUCATION MAJORS AND MINORS:

These courses are designed to include teaching techniques and drills in the various sports, as well as practice in the skills and strategy of each sport.

- 221M — Body Mechanics (1-2)** (Offered spring semester even numbered years) **083522**
- 211C — Speedball and Volleyball (1-2)** (Offered fall semester odd numbered years) **083522**
- 221D — Badminton and Archery (1-2)** (Offered spring semester odd numbered years) **083522**
- 211F — Modern Dance (1-2)** (Offered fall semester even numbered years) **083522**

Physical Education Theory Courses

Physical Education 113 — Methods (3-0) The organization and administration of physical education in the public schools. The course of study for physical education as recommended by the Texas State Department of Education for high schools is used as a basis for study. Laboratory periods are devoted to actual problems in the field. **083511**

Physical Education 123 — Methods (3-0) A continuation of Physical Education 113 with special attention given to problems in the physical education fields. **083511**

Physical Education 113A — Theory of Football and Track (3-0) **083511**

Physical Education 113T — Theory of Tennis (3-0) **083511**

Physical Education 123A — Theory of Basketball and Baseball (3-0) **083511**

Physical Education 213 — Health and Hygiene (3-0) A study of personal and community health. A study is made of causative factors of diseases, their means of transmission and prevention.

083708

Physical Education 213A — First Aid (3-0) Training for ARC Standard, Advanced and Instructor's first aid cards (when certified instructor available). Students meeting the requirements for each of these programs awarded ARC certificates.

083701

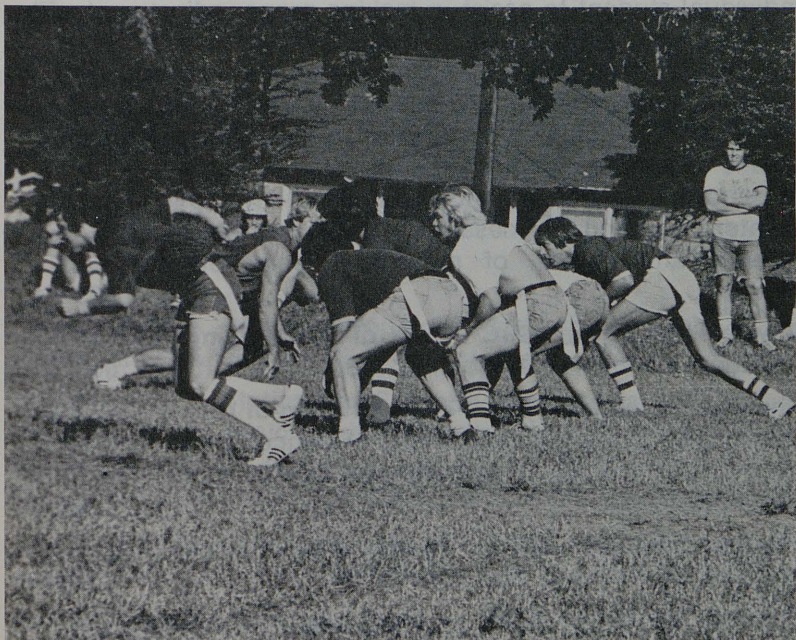
Physical Education 213B — Personal Hygiene (3-0) A fundamental course in principles and problems of healthful living as they apply today. (To be offered each fall.)

083708

Physical Education 223 — Sports Understanding (3-0) This course is especially designed for those who wish to develop a complete understanding of sports both major and minor. Rules, terminology, and finesse are studied.

083513

Physical Education 223A — Athletic Training and Conditioning (3-0) A course in the practical and theoretical study of massage, taping, bandaging, care of sprains, bruises, strains and wounds. A course designed to acquaint the student with



the problems of the athletic training room and to provide him with the practical instruction to aid in the solution of these same problems. **083704**

Physical Education 223B — Sports Appreciation for Spectators (3-0) A course specifically designed as an elective course for all students who desire a broader knowledge of major and minor sports. Rules, terminology, and the finer points of many sports are studied. **083513**

Physical Education 113H — Foundations of Physical Education (3-0) A survey of the field of physical education, its historical development and philosophy as well as an analysis of contemporary concepts of program direction and content. **083705**

Physical Education 123H — Concepts of Healthful Living (3-0) Presentation of current scientific and technical information in matters related to health, emphasizing a person's need to understand factors in the culture influencing health and his responsibility as a consumer and citizen, including such areas as consumer health, nutrition; mental health, tobacco, alcohol, and drugs, family life, environmental health, and disease. **083708**

Physical Education 113C — Art of Daily Living (3-0) A course designed to place emphasis on the needs and activities of the individual student to assist in making proper adjustments. The fundamental aim is to develop self-assurance through knowledge that one's health, appearance, clothes, styling, make-up, and posture are correct. Students are given personalized instruction with respect to their own problems. By means of lectures, demonstrations, practice, and opportunities to perform in public, an effort is made to develop in the student greater poise and alertness. Instruction includes techniques for balance and control of movement, selection and care of clothing. **083751U**

Physical Education 123C — Art of Daily Living (3-0) A continuation of Physical Education 113C. **083751U**

Physical Education 213C — Appreciation of Dance (3-2) Basic fundamentals and interpretations of dance; the principles and applications applied to the interpretation of modern and conventional dance. **100803**

Physical Education 223C — Appreciation of Dance (3-2) A continuation of Physical Education 213C. **100803**

Physical Education 223D — Drug Use and Abuse (3-0) The

study of use and abuse of drugs in today's society, emphasizing physiological, sociological, and psychological factors involved. (To be offered each **spring**.) **083710**

Physical Education 223E — Community Health (3-0) The principles of personal health - nutrition, mental health, stimulants and narcotics, exercise, sleep, and rest. Also community health - sanitation, community services, public health agencies. (To be offered each **spring**.) **083709**

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in Mathematics 113A and 113B are encouraged to take these courses in the summer so that they may enroll in Mathematics 213A in the first semester of the freshman year.

SUGGESTED CURRICULUM FOR PHYSICS MAJORS

Semester I

English 113
History 213
Mathematics 213A
Chemistry 114
Elective
Psychology 111
Physical Education

Semester II*

English 123
History 223
Mathematics 213B
Chemistry 124
Physics 124A
Physical Education

Physics 113 — Physics Problems (3-0) An introduction to general physics with emphasis on problem solving. **190201**

Physics 113D — Statics and Strength of Materials (3-0) An introduction to the basic fundamentals of statics including resultant and equilibrant of forces, moments, static and kinetic friction. Also the practical application in the study of strength of

*See a Tyler Junior College counselor for specific courses in this department, and for the suggested program for Semesters III and IV.

materials covering properties, joint construction, beams, combined stresses, columns, and torsion.

190201

Physics 114B — General Physics (3-3) A course for pre-medical, biological science, pharmacy, architecture, and other students who need a two-semester technical course in physics. Fundamentals of classical mechanics, heat, and sound are discussed.

190202

Physics 124B — General Physics (3-3) A continuation of Physics 114B. Electricity and magnetism, light, and modern physics are discussed.

Prerequisite: Physics 114B

190202

Physics 124A — Mechanics (3-3) A course for students who intend to major in physics, chemistry, or mathematics, and for engineering students who have no physics background.

091901

Prerequisite: Credit or registration in Mathematics 213A.

Physics 214A* — Advanced Physics (3-3) Heat, wave-motion, and optics are discussed.

091901

Prerequisite: Physics 124A or Engineering 213 and credit or registration for Mathematics 213B.

Physics 224A* — Advanced Physics (3-3) Required of all engineering majors. Electricity and magnetism are discussed.

Prerequisite: Physics 124A or Engineering 213 and credit or registration for Mathematics 213B.

091901

Postal Management

9624

This program provides two years of courses in postal service leading to a degree of Associate in Applied Science.

The first two semesters are a detailed study of the theory and operations in postal service. These courses and other related courses may be taken by any student. During the last two semesters, two seminars and on-the-job training are required and only postal service employees may enroll.

Students are provided with a functional knowledge of the various departments of the Postal Service and the guidelines of postal regulations and operational procedures.

*Physics 214A-224A are designed to meet the second year physics requirements of students in engineering, chemistry or mathematics.

POSTAL MANAGEMENT CURRICULUM**Semester I**

ENG 113 — Composition and Rhetoric
MTH 113L* — Fundamentals of Math
MMG 113B — Principles of Management
PMT 113 — Introduction to Postal Service
PMT 113A — Mail Processing
PSY 111 — Freshman Orientation

Semester II

ENG 223B — Technical Report Writing
SPH 223A — Business and Professional Speaking
MMG 223B — Public Relations
PMT 123A — Postal Customer Service
PMT 123 — Postal Rules and Regulations

Semester III

GOV 213 — American Government
Approved Elective**
MMG 113C — Human Relations
PMT 213 — Postal Accounting and Finance Procedures
PMT 213S — Seminar III — Training and Employee Development

Semester IV

GOV 223 — American State Government
Approved Elective**
PMT 223S — Seminar IV — Postal Problems and Analysis
PMT 223 — Postal Management and Supervision
PMT 223A — Employee and Labor Relations

Postal Management 113 — Introduction to Postal Service (3-0)

A survey of the complex components in the postal service and how they are subdivided. Major consideration is given to job opportunities in the postal service with special emphasis on aptitudes and skills required to be successful.

Postal Management 113A — Mail Processing (3-0) This course covers the following topics: Mail classification and rates; Service Standards; Postal Terminology; the four functions of Mail

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Elective: Sociology 213, Psychology 213, Business Law BA 213L, Salesmanship MMG 223, Office Machines BA 113M, Accounting, and Typewriting.

Processing; distribution systems; Mail Processing objective and responsibilities; the mail preparation operation; manual distribution; machine distribution; revenue protection; and the bulk mail centers.

Postal Management 123 — Postal Rules and Regulations (3-0)

An investigation of the line activities of postal operations and regulations and the thinking behind them. An in-depth study of success or failure in work flow control. Major consideration is given to the correct implementation of present regulations and how they may be utilized to improve the postal service.

Postal Management 123A — Postal Customer Services (3-0)

This course is designed to provide the student with an indepth knowledge of all services provided for postal customers. It covers customer relations, retailing postal products, and non-postal services. Special emphasis is placed on means to achieve and manage a professional window service operations. The duties of Customer Service Representatives are also reviewed.

Postal Management 213 — Postal Accounting and Finance

Procedures (3-0) The course reviews the postal accounting and statistical system in planning, organizing, and controlling of cost and accounting procedures; covers preparation of budget and cost-benefit analysis; provides for effective use of resources and assists in the understanding of primary financial objectives in order to control operations as a means of achieving organization goals; teaches long and short range budget techniques consisting of modern financial principles and practices and applies budget control procedures.

Postal Management 213S — Training and Employee

Development/Seminar III (1-20) Techniques used in job instruction training, the principles of learning and how people learn, lesson planning and practice sessions. The importance of correct selection of strategy, media, and persuasive devices to accomplish given objectives in postal training. This course provides actual work experience in the postal service and a one hour seminar is held each week.

Postal Management 223A — Employee and Labor Relations (3-

0) A survey course of union/management relations as related to public sector agencies. Topics include: Union laws, organization, collective bargaining techniques, social and economic factors, arbitration, grievance procedures and contract construction.

Postal Management 223S — Postal Problem Analysis/Seminar IV (1-20) The goal is to provide the student an appreciation, understanding, and working knowledge of several systematic approaches to the science and art of problem solving with an emphasis on Employee and Labor relations. Requirement to demonstrate working knowledge of problem solving techniques by both participation in group problem solving cases and exercises and by individual work in specified problem cases carried through, to acceptable, defensible solutions. This course provides actual work experience in the postal service and a one hour seminar is held each week.

Postal Management 223 — Postal Management and Supervision (3-0) Attention is directed towards the supervisors role in planning, staffing, organization principles, labor contracts, occupational safety and their relation to the daily job of supervision. In addition, role playing, simulation, group discussion, and practical work assignments will be used throughout the course in order to assist students in developing possible, applicable solutions to various management situations.

Psychology

See the course plan for the Bachelor of Arts Degree in the Biology section of this catalog.

Psychology 111 — Freshman Orientation (1-0) Freshman Orientation is a course designed to help students bridge the gap between high school and college. Library usage, study habits, good attitudes, and budgeting of time are taught. The interpretation of standardized tests and vocational counseling are included in the course. Required of all beginning students unless excused by the Administrative Vice President.

209901

Psychology 213 — Introductory Psychology (3-0) A study of the basic principles of psychology, bearing on individual differences, intelligence, the development of personality, growth, motivation, drives, emotions and learning.

Prerequisite: Sophomore standing.

200101

Psychology 223 — Applied Psychology (3-0) The application of psychological principles to common adjustment and behavioral problems, career choice and everyday activities of life and work.

Prerequisite: Sophomore standing.

200104

Psychology 223A — Child Growth and Development (3-0) How children grow and develop, the stages in the process and the physical, social, mental and emotional factors which influence growth and development up to adolescence are considered.

200902

Ranch Management

(See Farm and Ranch Management)

Radiologic Technology

8033

Tyler Junior College offers a cooperative program with Medical Center Hospital and Mother Frances Hospital designed to provide understanding, proficiency and skill in Radiologic Technology.

Upon completion of the program the student will be granted an Associate-in-Applied-Science Degree and will be eligible to apply for certification by the American Registry of Radiologic Technologists.

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at Medical Center Hospital and Mother Frances Hospital under the direction of radiologists, technical directors of the Radiology Departments, and clinical instructors. The didactic courses will be held on the Tyler Junior College campus.

Upon completion of the program the students should be able to make application of the material in the darkroom, the radiographic rooms and the fluoroscopic rooms. The duration of the program will be a minimum of twenty-four months. A minimum grade of 75 will be required on all Radiologic Technology courses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

A Radiologic Technology student cannot graduate unless he maintains an overall "C" average and has a minimum of a "C" in each Radiologic Technology course.

RADIOLOGIC TECHNOLOGY CURRICULUM**Semester I**

ENG 113 — Composition and Rhetoric

XRT 111 — Nursing Procedures

XRT 112 — Clinical Practice I

XRT 113 — Radiologic Technology I

XRT 113A — Radiologic Physics I

XRT 113B — Anatomy and Physiology

Semester II

ENG 223B — Technical Report Writing

XRT 123 — Radiologic Physics II

XRT 123A — Radiologic Technology II

XRT 123B — Basic Related Science I

XRT 123C — Clinical Practice II

Summer Session I

XRT 114S — Clinical Practice III

Summer Session II

XRT 124S — Clinical Practice IV

Semester III

XRT 213 — Clinical Practice V

XRT 213A — Basic Related Science II

XRT 213C — Radiologic Technology III

PSY 213 — Introductory Psychology

Approved Elective*

Semester IV

XRT 223 — Clinical Practice VI

XRT 223A — Radiologic Technology IV

XRT 223B — Basic Related Science III

Approved Elective*

Approved Elective*

Summer Session III

XRT 214S — Clinical Practice VII

Summer Session IV

XRT 224S — Clinical Practice VIII

Radiologic Technology 111 — Nursing Procedures (1-0) A course designed to acquaint the student with nursing

*Approved Electives: Sociology 213, Speech 223A, Government, Business Administration 113T.

procedures and techniques used in the general care of the patient with emphasis on the role of the radiologic technologist in various nursing situations.

Radiologic Technology 112 — Clinical Practice I (2-25) The radiologists, technical directors of the Radiology Departments and clinical instructors will supervise students in the use and care of all equipment. The course consists of film critiques, sessions on departmental routines and additional study in any area of specialization in accordance with the needs of the individual student.

Radiologic Technology 113 — Radiologic Technology I (3-0) A general introduction to radiologic technology. This course covers orientation and elementary radiation protection, professional ethics, basic darkroom practices, principles of radiographic positioning and exposure and common radiographic procedures using contrast media.

Radiologic Technology 113A — Radiologic Physics I (3-0) A course presenting a general review of basic mathematic, mechanics, structure of matter and magnetism. This course also gives an introduction to electricity, electromagnetism and electric motors and generators.

Radiologic Technology 113B — Anatomy and Physiology (3-0) Presents the student basic instruction of the various systems, structures and organs of the body and their functions. This course enables the student to interpret accurately requests for x-ray examinations, to properly position the part to be radiographed, to recognize the structures and organs visualized and to understand the normal functions of organs as a basis for certain x-ray examinations.

Radiologic Technology 123 — Radiologic Physics II (3-0) A continuation of Radiologic Physics I. The course is designed to present the fundamentals of radiation physics and the basic principles underlying the operation of x-ray equipment and auxiliary devices.

Radiologic Technology 123A — Radiologic Technology II (3-0) A continuation of Radiologic Technology I and including pediatric radiology.

Radiologic Technology 123B — Basic Related Science I (3-0) A course designed to present instruction in darkroom chemistry and technique, medical terminology and topographic anatomy.

Radiologic Technology 123C — Clinical Practice II (3-25) A continuation of Clinical Practice I.

Radiologic Technology 114S — Clinical Practice III (3-37) A continuation of Clinical Practice II.

Radiologic Technology 124S — Clinical Practice IV (3-37) A continuation of Clinical Practice III.

Radiologic Technology 213 — Clinical Practice V (3-25) A continuation of Clinical Practice IV with experience in the nuclear medicine laboratory.

Radiologic Technology 213A — Basic Related Science II (3-0) A course designed to cover the study of protection to patient and personnel, radiation therapy and nuclear medicine procedures.

Radiologic Technology 213C — Radiologic Technology III (3-0) A continuation of Radiologic Technology II with advanced study in radiographic exposure and positioning and including intraoral radiography.

Radiologic Technology 223 — Clinical Practice VI (3-25) A continuation of Clinical Practice V. Includes training in radiation therapy given on an individual basis in the radiologist's private offices and experience in the special procedures department.

Radiologic Technology 223A — Radiologic Technology IV (3-0) This course consists of instruction dealing with equipment maintenance, administration of the radiology department and a general review.

Radiologic Technology 223B — Basic Related Science III (3-0) A course designed to cover the study of special procedures and medical and surgical diseases.

Radiologic Technology 214S — Clinical Practice VII (3-37) A continuation of Clinical Practice VI.

Radiologic Technology 224S — Clinical Practice VIII (3-37) A continuation of Clinical Practice VII.

Real Estate Management

5423

Students successfully completing this program receive the Associate-in-Applied Science degree.

The curriculum is designed with formal classroom study combined with case studies and actual work experience to give the student a sound educational background for a career in the real estate industry as a real estate salesman, petroleum landman, land title insurance agent, property insurance agent, or a wide variety of other land-oriented careers.

The program provides an opportunity for students to complete the educational requirements for the Texas Real Estate Salesman or Broker's License and/or the Fire and Casualty Local Recording Agent's License.

REAL ESTATE MANAGEMENT CURRICULUM

Semester I

ENG 113 — Composition and Rhetoric
REM 113 — Principles of Real Estate
REM 113D — Real Estate Math
REM 113E — Real Estate Brokerage Activities
MMG 213 — Advertising and Sales Promotion
PSY 111 — Freshman Orientation

Semester II

DFT 123R — Drafting for Real Estate Studies
REM 123 — Real Estate Law
REM 123A — Real Estate Finance
REM 123B — Real Estate Appraisal I
REM 123C* — Real Estate Internship
or
Approved Elective

Semester III

REM 113B — Introduction to Land Records
REM 213D — Real Estate Appraisal II
SPH 223A — Business and Professional Speaking
BA 113 — Oil and Gas Law
REM 213C* — Real Estate Internship
or
REM 213B — Fire and Casualty I

*Real Estate Internship includes twenty hours of supervised work experience each week with a one-hour related weekly seminar. Students are limited to only one internship course per semester and it cannot be taken alone.

**Suggested Electives: Agriculture 113G, Agriculture 123G, Business Administration 123A, Home Economics 124, Mid-Management 223, Petroleum Technology 121, Farm and Ranch Management 123A, Accounting.

Semester IV

REM 223A — Real Estate Title Insurance, Abstract, Escrow, and Closings.

REM 213 — Methods in Land Title Investigation

REM 223C* — Real Estate Internship

or

REM 223D — Fire and Casualty II

ENG 223B — Technical Report Writing

Approved Elective

Suggested Electives: AGR 113G, AGR 123G, BA 113A, BA 123A, HE 124, MMG 223, PT 121, RMG 123A, Accounting.

Real Estate Management 113 — Principles of Real Estate (3-0)

A general introductory course in real estate fundamentals and principles. Includes a study of the rudimentary principles of conveyancing; the general purposes and effects of deeds, deeds of trust, mortgages, liens, and other real estate contracts; fundamentals of agency; principles of real estate practice and ethics. Applicable towards real estate salesman's license.

Real Estate Management 113B — Introduction to Land Records (3-0)

A study of the history of Texas land from state ownership to private ownership including patents, land grants, public school lands. Requirements and methods of recording and maintaining public records in county offices.

Prerequisite: REM 113 and DFT 123R or consent of instructor.

Real Estate Management 113D — Real Estate Mathematics (3-0)

A study of mathematics and its application to real estate problems. Includes a brief review of fractions, percentages, and decimals. Calculations involving commissions, prorations, interest, land areas, and closing statements. Mathematics of blueprint reading, specification sheet, and construction estimating.

Real Estate Management 113E — Real Estate Brokerage Activities (3-0)

The practical aspects of securing listings, techniques of showing properties, client servicing, qualifying the

*Real Estate Internship includes twenty hours of supervised work experience each week with a one-hour related weekly seminar. Students are limited to only one internship course per semester and it cannot be taken alone.

Suggested Electives: Agriculture 113G, Agriculture 123G, Business Administration 123A, Home Economics 124, Mid-Management 223, Petroleum Technology 121, Farm and Ranch Management 123A, Accounting.

prospective purchaser, acquiring and presenting the offer, securing seller acceptance, obtaining financing and closing the transaction. The student will be exposed to the daily mechanics of the Real Estate Brokerage Business including forms used. Includes three (3) classroom hours instruction in federal, state, and local laws governing housing discrimination and community re-investment.

Real Estate Management 123 — Real Estate Law (3-0) A study of real estate law and procedure involving real property acquisition, ownership, and transfer including listing agreements, deeds, liens, mortgages, law of agency and governmental requirements. Applicable towards real estate broker's license.

Real Estate Management 123A — Real Estate Finance (3-0) An analysis of the procedures in financing and mathematics of real estate finance; where and how to obtain funds; security devices such as mortgages and related instruments; return of mortgage and equity capital. Problems, policies, and risk involved in financing various types of real property. Applicable towards real estate broker's license.

Real Estate Management 123B — Real Estate Appraisal I (3-0) A course designed to develop an understanding of the principles and methods used in estimating the value of real property. Should be taken concurrently with DFT 123R.

Real Estate Management 213 — Methods in Title Investigation (2-2) Discussion of county offices responsible for maintenance of records pertaining to Real Estate and actual practice using records to acquire ownership information.

Prerequisite: REM 213E or consent of instructor.

Real Estate Management 213D — Real Estate Appraisal II (2-2) The student will learn the application of the Theories and Principles learned in REM 123B using appraisal report forms. The market data, cost and income approach will be used with concentration in the application area on the single family residence.

Prerequisite: REM 123B and DFT 123R or consent of the instructor.

Real Estate Management 223A — Real Estate Title Insurance, Abstract, Escrow and Closing Procedures (3-0) A case method presentation in escrow procedure including actual processing of sale escrows. This includes familiarization and drawing of documents, processing of and closing the escrow, prorations, and details appurtenant to efficient escrow processing.

Real Estate Management 213B — Fire and Casualty I (3-0) A study of the following types of fire and casualty insurance: fire insurance, legal liability and automobile insurance, general liability, homeowners and farmowners, workmen's compensation, crime, fidelity and surety, commercial multiple peril, inland marine, miscellaneous lines of insurance, fundamentals of rating.

Real Estate Management 223B — Real Estate Practice II (3-3) Students will be assigned tracts of land to determine surface, royalty and mineral ownership. Defects in ownership will be corrected by obtaining corrective instruments, affidavits, etc.

Prerequisites: Real Estate Management 213 or consent of instructor.

Real Estate Management 123C - 213C - 223C — Real Estate Internship (1-20) Internship is open only to students enrolled in the Real Estate Management Program. This provides actual work experience in the real estate office, fire and casualty insurance office abstract and title insurance office, and the petroleum land management office. The student, the employer and the program coordinator develop an individual program for each student. The student is evaluated by both the employer and the program coordinator. Students employed full time in the field of real estate may not enroll in the internship courses.

Real Estate Management 223D — Fire and Casualty II (3-0) A continuation of Real Estate Management 213B. Real Estate Management 213B and 223D applicable toward the Fire and Casualty Local Recording Agent License.

Prerequisite: Real Estate Management 213B.

Recreation Leadership

9621

Students successfully completing this program receive the Associate-in-Applied Science degree.

The objectives of the Recreation Leadership Department are:

To present subject matter which will enable the student to acquire basic knowledge and understanding necessary to

program, organize and supervise a recreation program. To offer the student a functionally unified educational program, with exposure to both theoretical principles and clinical experience and a range of elective specialization possibilities.

To assist the student to develop attitudes for effective relationships with program participants, co-workers and supervisors.

To motivate students and help them to realize self-satisfaction and a sense of achievement in their own lives.

It is the ultimate goal of the Recreation Leadership Department to stimulate the personal growth of each student and to elevate the standards of the recreational profession as a service to humanity.

Students who complete the Recreation Leadership-Sports Facilities Management Option will be qualified to seek employment in sports facilities such as pro-shops and tennis clubs, as well as other recreational services.

Students in Recreation Leadership programs are expected to provide their own uniforms, equipment, and transportation when needed.

RECREATION LEADERSHIP CURRICULUM

RECREATIONAL AIDE

Semester I

ENG 113 — Composition and Rhetoric
REC 113 — Introduction to Recreation Services
REC 113A — Handcraft
REC 113C — Parade Management
REC 113W — Water Related Sports
PSY 111 — Freshman Orientation

Semester II

SPH 113B — Speech for Prospective Teachers
REC 123 — Social Recreation
REC 123A — Science Crafts
REC 123B — Field Work I
REC 123C — Individual Lifetime Sports

Summer Session

REC 114S — Special Problems I
REC 124S — Special Problems II

Semester III

- PSY 213 — Introductory Psychology
- REC 213D — Camp Counseling
- REC 213 — Group Leadership
- REC 213A — Outdoor Recreation
- REC 213B — Field Work II

Semester IV

- SOC 213 — Introduction to Sociology
- REC 223A — Folk, Square and Social Dancing
- REC 223B — Program Planning and Organization
- REC 223C — Field Work III
- REC 223 — Ecological Concepts in Recreation

**SPORTS FACILITIES MANAGEMENT
TENNIS OPTION****Semester I**

- ENG 113 — Composition and Rhetoric
- BA 113A — Elementary Accounting
- REC 113 — Introduction to Recreation Services
- REC 113T — Tennis Seminar I
- REC 113W — Water Related Sports
- PSY 111 — Freshman Orientation

Semester II

- ENG 123 — Composition and Rhetoric
- BA 123A — Elementary Accounting
- REC 123 — Social Recreation
- REC 123T — Tennis Seminar II
- REC 123C — Individual Lifetime Sports

Summer Session

- REC 114S — Special Problems I
- REC 124S — Special Problems II

Semester III

- BA 113B — Introduction to Business
- PSY 213 — Introductory Psychology
- REC 213 — Group Leadership
- REC 213C — Camp and Club Management
- REC 213T — Tennis Seminar III

Semester IV

- BA 213L — Business Law

SOC 213 — Introduction to Sociology

REC 223B — Program Planning and Organization

REC 223T — Tennis Seminar IV

Speech Elective*

Recreation 113 — Introduction to Recreation Services (3-0) Introduces the basic fundamentals of the nature, scope and significance of organized recreation services. It includes a study of factors involved in the operation of basic recreation units, major program areas, organizational patterns and the interrelationship of special agencies and institutions which serve the recreation needs of society.

Recreation 113A — Handcraft (2-4) For recreational leaders, prospective teachers or workers with therapeutic art for hospital work or for anyone wishing to develop a hobby. Study and practice of weaving, modeling, carving and leathercraft.

Recreation 113C — Parade Management (2-8) Lecture will include all phases of parade planning, permits, order of march, participation request, financing, float designs, construction, decorating and animation. Students will design and build models of floats and construct a float to be used in a parade.

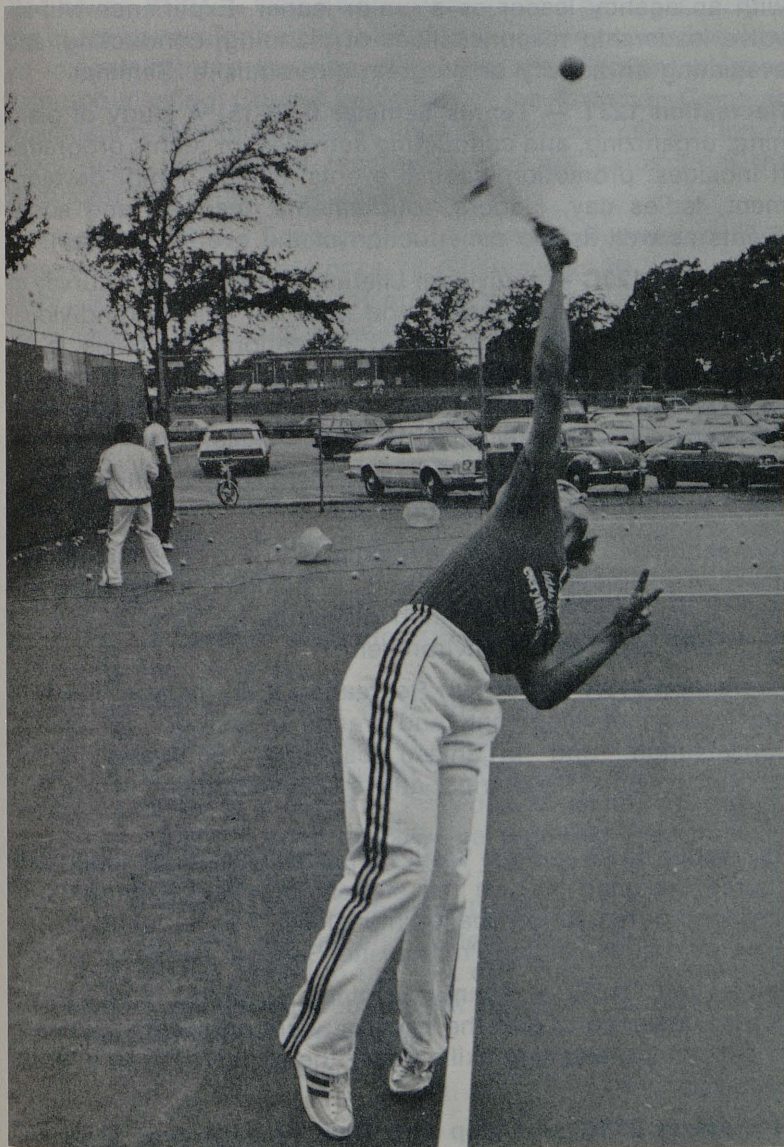
Recreation 113T — Tennis Seminar I (3-15) To properly acquaint students with the methods and materials of instructing tennis. It includes: principles for becoming a tennis instructor, proper instruction methods, fundamentals of tennis, the teaching of private and group lessons, training aids for instructors. All field work will occur in tennis instructing settings.

Recreation 114S — Special Problems I (1-20) The assignment to a position of recreation leadership, involving planning, conducting and evaluating the work assignment. Student will be responsible for journal of activities and an evaluation of such.

Recreation 113W (formerly 223D) — Water Related Sports (3-3) This course is designed to acquaint the student with aquatic activities and their relationship to the recreation program. It is a practical course where participation is required to adequately obtain the skills and techniques of such activities as canoeing, angling and sailing. Time will be devoted to the organization of aquatic programs as well as to the operation and maintenance of water areas.

*See a Tyler Junior College technology counselor for specific courses in this department.

Recreation 123 — Social Recreation (2-2) Introduces methods and materials for planning, organizing and conducting social activities for groups of various sizes and ages in a variety of social situations. Emphasis is on the methods of planning and presenting a repertoire of activities for social recreation events. Major activities will be discussed, played, and/or demonstrated.



Recreation 123A — Science Crafts (2-4) To develop the student's creativity and aid him to become acquainted with the assets offered from the world in which he lives. Develops the use of nature-produced craft projects for his future programs.

Recreation 123B — Field Work I (1-15) A course designed to give the recreation student practical experience under supervision. The first experiences should have the student working with an agency leader as a junior leader. Experience will involve leadership responsibilities of planning, conducting, and evaluating an activity or program. Prerequisite: Seminar

Recreation 123T — Tennis Seminar II (3-15) A study of planning, organizing, and conducting activities for tennis programs. It includes: promotion, special events, clinics, junior development, ladies day, ladders, tournaments, leagues, and social events as well as the construction of the overall program.

Recreation 123C — Individual Lifetime Sports (2-2) A survey of the basic terminology, skills, and rules for selected individual lifetime sports and their use in recreation. Emphasis is on knowledge and understanding of the organization, administration, and promotion of sports which have carry-over value rather than on mastery of performance skills.

Recreation 124S — Special Problems II (1-20) Continuation of 114S. Prerequisite: Recreation 114S.

Recreation 213 — Group Leadership (3-0) Provides insight into the theory, principles, and practice of planning, organizing and conducting effective recreation programs for various groups. Emphasis is on group environment.

Recreation 213A — Outdoor Recreation (2-2) Includes study of the history, development, and trends of outdoor recreation, conservation, and organized camping. Emphasis is on laboratory work, field trips, and the development of outdoor skills.

Recreation 213B — Field Work II (1-20) The second supervised course designed to give the student practical experience in developing recreation leadership skills. The student should work as a direct leader. Prerequisite: Seminar and Field Work I.

Recreation 213T — Tennis Seminar III (3-15) The second course designed to give the tennis student practical experience in performing teaching skills under the supervision of a tennis professional.

Recreation 213C — Camp and Club Management (3-0) The

process of managing by planning, organizing, directing, coordinating, and controlling employees and participants is studied and practiced using case studies. Including a survey of: camp and club organization and structure; personnel, program; business management; health and safety; public relations; committees and boards; evaluation of operation and results; and the role of director.

Recreation 213D — Camp Counseling (3-0) A general survey of the camp counselor's duties and problems; this course provides an insight into the theories, principles and practices of good camp counseling. Course guidelines of the American Camping Association are followed and upon satisfactory completion of the course participants receive certification cards from the American Camping Association.

Recreation 223 — Ecological Concepts in Recreation (3-0) Stresses the ecological concepts relating man to his environment. It includes a study of natural resources such as land, water and air and their recreational benefits to man.

Recreation 223A — Folk, Square and Social Dancing (1-4) Through practical experience, the student will be instructed in the fundamental skills of folk, square and social dancing. Emphasis will be placed on promoting, planning, programming, and conducting these types of dances in a recreation setting.

Recreation 223B — Program Planning and Organization (3-0) A study of essential elements and basic principles involved in the organization, supervision, promotion and evaluation of various types of recreation programs. Emphasis is on organized programs and services.

Recreation 223C — Field Work III (1-20) The third course designed to give the recreation student practical experience under supervision. The student should work as an indirect leader by assisting a group or individual in planning, conducting and evaluating group or individual activities. Prerequisites: Seminar, Field Work I and II.

Recreation 223T — Tennis Seminar IV (3-15) The third course designed to give the tennis student practical experience. Emphasis will be placed in the area of pro-shop management. The student will be required to work in a tennis club under the direction of a tennis professional.

RESPIRATORY THERAPY

8025

The Respiratory Therapy Department offers two programs which prepare individuals for an allied health speciality in clinical care and management of respiratory disorders. The twelve (12) month program leads to a Certificate of Proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technicians board examination. The twenty-four (24) month program graduates a student with an Associate-in-Applied Science Degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the Certificate program is included in the Registry Curriculum which is expanded with academic courses. These didactic courses, conducted on campus, provide educational skill, i.e., biology, chemistry, physics, mathematics, psychology, and English. Respiratory Therapy courses consist of classroom, laboratory, clinical, and supervised hospital experience. The Registry program has full accreditation from the Joint Committee on Respiratory Therapy Education (JRCRTE). The Certificate Program is pending review.

Since enrollment in this program is limited, those applying for admission must make their application directly to the director of this program.

A Respiratory Therapy student cannot graduate unless he maintains an overall C average and has a minimum of a C average in Respiratory Therapy.

RESPIRATORY THERAPY TECHNOLOGY CERTIFICATION OPTION - CURRICULUM

Semester I

RT 112 — Cardiopulmonary Anatomy &
Physiology I

RT 113 — Basic Skills

RT 114 — Clinical Orientation

RT 114A — Technology I

PHY 113 — Physics Problems

PSY 111 — Freshman Orientation

Semester II

RT 121 — Pediatric Care

RT 122 — Pharmacology I

RT 123 — Clinical Laboratory

RT 123A — Pathology

RT 124 — Technology II

Elective

Summer Session I

RT 114S — Clinical Experience I

Summer Session II

RT 124S — Clinical Experience II

RESPIRATORY THERAPY TECHNOLOGY REGISTRY OPTION - CURRICULUM

Semester I

RT 112 — Cardiopulmonary Anatomy &
Physiology I

RT 113 — Basic Skills

RT 114 — Clinical Orientation

RT 114A — Technology I

PHY 113 — Physics Problems

PSY 111 — Freshman Orientation

Semester II

RT 121 — Pediatric Care

RT 122 — Pharmacology I

RT 123 — Clinical Laboratory

RT 123A — Pathology

RT 124 — Technology II

BIO 113B — Anatomy and Physiology

Summer Session I

MTH 113 — College Algebra

ENG 113 — Composition & Rhetoric

Summer Session II

RT 123S — Cardiopulmonary Anatomy &
Physiology II

Elective

Semester III

RT 213 — Clinical Practice I

RT 213A — Pharmacology II

RT 214 — Technology & Care III

CHM 114A — Elementary Chemistry

ENG 223B — Technical Report Writing

Semester IV

RT 223 — Clinical Practice II

RT 223A — Applied Cardiopulmonary Pathology

RT 223B — Management & Education

PSY 213 — Introductory Psychology

or

PSY 223 — Applied Psychology

BIO 114A — Microbiology

Summer Session III

RT 212S — Seminar & Care Planning

RT 213S — Clinical Practicum I

Summer Session IV

RT 224S — Clinical Practicum II

Respiratory Therapy 112 — Cardiopulmonary Anatomy and Physiology I (2-0) An introduction to the structure and function of the heart and pulmonary organ systems.

Respiratory Therapy 113 — Basic Skills (3-0) A study of basic scientific concepts used in Respiratory Therapy.

Respiratory Therapy 114 — Clinical Orientation (3-9) An introduction to Respiratory Therapy and health care.

Respiratory Therapy 114A — Technology I (3-4) A study of the basic techniques, procedures and equipment used in Respiratory Therapy.

Prerequisite: Admission to School of Respiratory Therapy Technology.

Respiratory Therapy 121 — Pediatric Care (1-0) A study of specialized techniques, procedures, and equipment used in the treatment and care of infants and children.

Respiratory Therapy 122 — Pharmacology I (2-0) A study of drugs directly related to Respiratory Therapy.

Respiratory Therapy 123 — Clinical Laboratory (0-12) The application of basic respiratory therapy to patient care within the hospital environment.

Prerequisite: Respiratory Therapy 114.

Respiratory Therapy 123A — Pathology (3-0) An introduction to Cardiopulmonary diseases. Their etiology, pathophysiology, complications, occurrence, clinical manifestations, treatment and prevention.

Respiratory Therapy 124 — Technology II (3-4) A continued

study of Respiratory Therapy equipment behavior and care techniques from RT 114A

Respiratory Therapy 114S — Clinical Experience (0-40) The practice of Respiratory Therapy techniques in the hospital environment. An emphasis is given to allow the student a more independent role in his function as a technician. Only for students wishing to complete the one-year Certification Program.

Prerequisite: Completion of all Freshman Fall and Spring semesters.

Respiratory Therapy 124S — Clinical Experience II (0-40) A continuation of RT 114S.

Prerequisite: Respiratory Therapy 114S.

Respiratory Therapy 123S — Cardiopulmonary Anatomy & Physiology II (8-0) An intensive study of structure and function of the circulatory lung and renal systems as they apply to Respiratory Therapy.

Respiratory Therapy 213 — Clinical Practice I (0-12) Applied respiratory therapy and exposure to cardiopulmonary medicine in the clinical setting. Rotations are provided through specialized units including surgery and anesthesiology, cardiopulmonary labs, intensive care, and neonatal intensive care.

Prerequisite: Completion of all first year Associate Degree requirements with a G.P.A. of 1.0 or better.

Respiratory Therapy 213A — Pharmacology II (3-0) An advanced study of drugs used within and related to the practice of Respiratory Therapy.

Prerequisite: Respiratory Therapy 122.

Respiratory Therapy 214 — Technology and Care III (3-3) An advanced study of equipment behavior and techniques.

Prerequisite: Respiratory Therapy 124 with a C or better.

Respiratory Therapy 223 — Clinical Practice II (0-12) Continued exposure to cardiopulmonary medicine and respiratory care techniques.

Respiratory Therapy 223A — Applied Cardiopulmonary Pathology (3-0) An indepth study of diseases involving and related to the cardiopulmonary system and its function.

Prerequisite: Respiratory Therapy 123A with a C or better.

Respiratory Therapy 223B — Management and Education (3-0)

A course divided into two sections: 1. Managerial aspects of Respiratory Therapy; 2. Topics in Respiratory Therapy education including such areas as inservice education, behavioral objectives, test construction, and teaching strategies.

Respiratory Therapy 212S — Seminar and Care Planning (6-0)

The presentation of patient case studies in a panel discussion format and practical aspects in the formulation of a working respiratory care plan.

Prerequisite: enrollment in Respiratory Therapy 213S.

Respiratory Therapy 213S — Clinical Practicum I (0-24)

Clinical practice of respiratory therapy and related aspects of nursing arts. Experience as a practicing technician plus correlation with advanced clinical and technological concepts.

Respiratory Therapy 224S — Clinical Practicum II (0-40) A continuation of Respiratory Therapy 213S.

Sociology and Anthropology

See the Bachelor of Arts or Bachelor of Science plans in the Biology section of this catalog.

Anthropology 213 — Social Anthropology (3-0) A consideration of various forms of social institutions, such as the family, clan, kin groups, community, sodalities, religion, and government, found over the world and exemplified by such people as the Apache and Hopi Indians, Australians, Samoans and Hottentots. Various schools of Social Anthropology theory are summarized.

220201

Anthropology 213A — Introduction to Anthropology (3-0) Principles of physical and cultural anthropology; analysis of the cultures of prehistoric and existing preliterate people; impact of modern western culture on preliterate societies.

220201

Anthropology 223 — Cultural Anthropology (3-0) A comparative study of culture and social organization among primitive or preliterate societies. Emphasis upon marriage, property, religion, magic and tribal control. Attention is also given to the significance of the study of primitive cultures for an understanding of urban industrial civilizations.

220201

Sociology 213 — Introduction to Sociology (3-0) Basic concepts and principles of social behavior; relationships of culture and social interactions to human behavior; analysis of existing group structures and social organizations.

Sophomore Standing suggested.

220801

Sociology 213A — Marriage and Family (3-0) A broad introduction to the study of marriage and family life. Analyzes the changing lifestyles and social relationships involved in courtship and dating and some of the problems in interpersonal adjustments in marriage. Covers contemporary marital problems, divorces, and remarriages.

Sophomore Standing suggested.

220809

Sociology 223 — Social Problems (3-0) Application of sociological concepts and methods to the analysis of current social problems which include juvenile delinquency, adult offenders, alcoholics, suicides, family disorganizations and crimes in the community.

Sophomore Standing suggested.

220802

Speech and Drama

SUGGESTED COURSE PLAN

FOR SPEECH AND/OR DRAMA MAJORS

Semester I

English 113

History 213

Science*

Speech 113C or

Speech 213A

Mathematics* or

Foreign Language*

Physical Education*

Psychology 111

Forensics 111

Semester II

English 123

History 223

Science*

Speech 123A

Mathematics* or

Foreign Language*

Physical Education*

Forensics 121

Speech 111F, 121F, 211F, 221F — Forensics (0-3) A laboratory course for students who participate extensively in forensic activities such as plays, tournaments, and festivals. Types of con-

*See a Tyler Junior College counselor for specific courses in this department and for the suggested plan for Semesters III and IV.

test events are discussed and students prepare public address, oral interpretation, and/or dramatic selections for presentation at contests attended during the semester. 150604

Speech 111 — Parliamentary Procedure (1-0) A course covering correct procedure in the forming of an organization and how to conduct meetings properly. 150601

Speech 113 — Public Speaking (3-0) Practice in platform delivery; planning, organizing and delivering general platform speeches. Principles and types of speeches involved in the areas of platform speaking, rhetoric and public address. Speech 113 and Speech 223A cannot both be counted for credit. 150501

Speech 113A — Fundamentals of Speech (3-0) This introductory course emphasizes the importance of communication, helps student recognize the elements necessary for good communication in personal, small group and public speaking. Theory, examples, and participation in different situations are used to improve the student's ability to be an effective sender and receiver of ideas. 150501

Speech 113B — Speech for Prospective Teachers (3-0) Improvement in the prospective classroom teacher's self-command of the basic requirements of good speech; understanding the practical application of speech experience in guiding and promoting the learning of students. Speech 113A and Speech 113B cannot both be counted. 150502

Speech 113C — Voice, Diction, and Phonetics (3-0) The basic principles of diction, including physiological descriptions and practice in the use of the International Phonetic Alphabet; intensive practical experience in voice development through classroom exercises and special activities to meet individual vocal needs and professional objectives. 150503

Speech 123A — Oral Interpretation (3-0) Theory and practice in understanding and interpreting the printed page; oral presentation of the various literary forms; individual projects in interpretative reading with continued development of an expressive voice. 150607

Speech 123B — Fundamentals of Acting (2-2) Theory and practice in bodily control, voice, pantomime, interpretation, characterization, and stage technique. Analysis and study of specific roles, principles of group movement, varied projects in individual and ensemble acting, application of principles in departmental production. 100706

Speech 123C — Basic Theatre Practice (3-2) Study and practice in the visual arts of the theatre. Includes an introduction to stagecraft and lighting. Three (3) hours lecture per week, and two (2) hours laboratory per week. Additional work on technical crews to provide practical experience. **100704**

Speech 123D — Introduction to Radio and Television Communication (2-3) A study of the principles of radio and television speaking, including the preparation of commercials, news and program continuity. History, development and regulation of the broadcasting industry as a mass medium and social force. Practical experience operating control board and turntables in practice studio. Field trips to radio and television stations. Two lectures and four laboratory hours per week. **150504**

Speech 213A — Introduction to the Theatre (3-0) An introductory study of the theatre arts, including an elementary study of play analysis, playwrighting, and dramatic criticism as well as the techniques of modern theatre practice in acting, directing, scene design and lighting. Field trips and guest lecturers will be provided. **100701**

Speech 213B — Acting II (2-2) Study with practical experience in problems of creating characterization, with emphasis on developing vocal and physical skill in acting.

Prerequisite: SPH 123B

100707

Speech 213H — History of the Theatre (3-0) Development of theatre arts from the earliest times through the seventeenth century. **100702**

Speech 223A — Business and Professional Speaking (3-0) Special types and techniques of speeches most common to business and professional people; theory and practice in business speech situations, personal conferences, oral reports, sales talks and occasional speeches. **150603**

Speech 223B — Introduction to Speech Correction and Audiology (3-0) An introduction to the study of the disorders of speech and hearing; types of disorders, causes, diagnosis and therapy methods used for correction. **150502**

Speech 223H — History of the Theatre (3-0) Development of theatre arts from seventeenth century through modern times.

Prerequisite: Sophomore standing.

100702

Surveying 8435

Students successfully completing this program receive the Associate-in-Applied Science Degree.

Surveying at Tyler Junior College was initiated at the request of land surveyors in the East Texas area. The courses offered are designed to teach the student the basic elements of surveying theory and to afford him enough supervised practice to enable him, in two years time, to become a useful apprentice to this industry. Land surveying as such is emphasized and includes history, dendrology, marking corners, establishing boundaries, describing land by metes and bounds, calculating land areas, and the use of the Texas Coordinate System. Other phases of surveying taught are, topographic, construction, field mapping and route surveying.

SURVEYING CURRICULUM

Semester I

SUR 113 — Introduction to Surveying
SUR 113A — Surveying Measurements Practice
ENG 113 — Composition and Rhetoric
MTH 113B* — Applied Mathematics I
Approved Elective**

Semester II

SUR 123 — Land Surveying
SUR 123A — Land Surveying Practice
ENG 223B — Technical Report Writing
MTH 123E* — Applied Mathematics II
Approved Elective**

Semester III

SUR 213 — Topographic Surveying and Mapping
SUR 213A — Field Mapping Practice
MTH 113T — Applied Trigonometry
SPH 223A — Business and Professional Speaking
Approved Elective**

Semester IV

SUR 223 — Route Surveying

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Electives: Drafting 113A, Drafting 223B, Real Estate 113A, Real Estate 113B, History, Government.

SUR 223A — Route Surveying Practices

SUR 223B — Legal Principles of Boundary Location

DFT 223B — Map Drafting

Approved Elective**

Surveying 113 — Introduction to Surveying (3-0) Definition of surveying; importance of and brief history; types of surveying and present status of the profession. The theory of measurements and errors, to include definitions of mistakes and errors, rounding off figures, significant figures, and accuracy and precision. Elementary basic methods of surveying computations. Must be taken concurrently with Surveying 113A.

Surveying 113A — Surveying Measurements Practice (2-5) Use and care of the 100-foot steel tape and engineer's level. Elementary field exercises in pacing and chaining (horizontal linear distance measuring) and leveling (vertical distance measuring). Instructions in sighting, signaling, and reading and setting verniers. Proper procedures of taking field data and recording same in surveying field notebooks using the Reinhardt system of lettering. Must be taken concurrently with Surveying 113.

Surveying 123 — Land Surveying (3-0) Brief land history of Texas to include the disposition of the public domain; surveying in Texas; surveying the public lands of the United States. More advanced methods of computations to include the use of basic trigonometry functions in calculating land areas by the "double meridian distance" method, and also the use of basic analytic geometry in calculating land areas by coordinates. Must be taken concurrently with Surveying 123A.

Surveying 123A — Land Surveying Practice (2-5) Field exercises using the transit and the theodolite. Establishing and referencing monuments; turning and reading horizontal and vertical angles; the theory of the compass and magnetic declination; traversing using bearings, azimuths and deflection angles; and recording in surveying field notebooks. Must be taken concurrently with Surveying 123.

Surveying 213 — Topographic Surveying and Mapping (3-0) Definition and uses of the plane table and associated methods

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

**Approved Electives: Drafting 113A, Drafting 223B, Real Estate 113A, Real Estate 113B, History, Government.

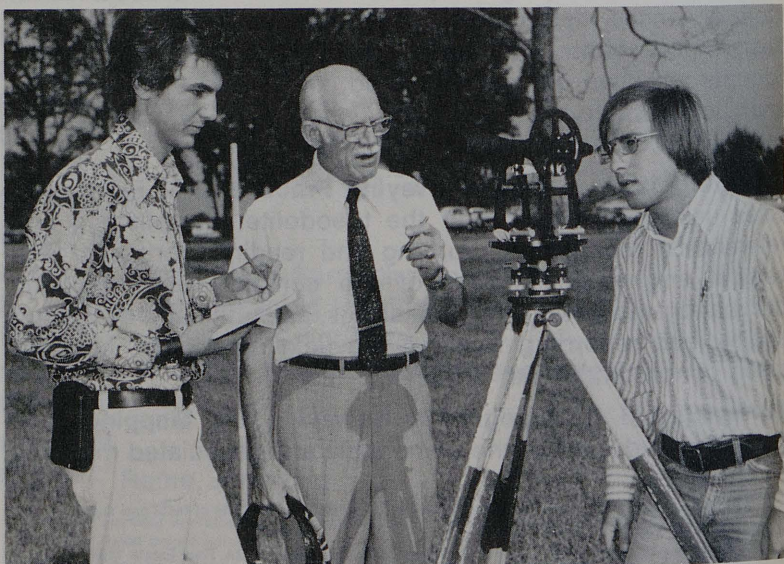
to include traversing, radiation, intersection, and resection; mapping and contouring; map projections; the Texas Coordinate System; basic field astronomy; and determination of meridian.

Must be taken concurrently with Surveying 213A.

Surveying 213A — Field Mapping Practice (2-5) The actual accomplishment of planimetric and topographic maps in the field; a brief consideration of dendrology and photogrammetry; and the requirements of subdivisions and the platting and filing of same. Must be taken concurrently with Surveying 213.

Surveying 223 — Route Surveying (3-0) Transportation systems to include office plans and field and aerial requirements for same; computations of horizontal circular curves and vertical parabolic curves; grades and cross-sections; plan-profile sheets; and earthwork estimates. Must be taken concurrently with Surveying 223A.

Surveying 223A — Route Surveying Practice (1-4) Field exercises to include the reconnaissance survey, preliminary survey, and location survey; centerline traverse and profile levels; right angle locations and cross-section construction stake setting; staking horizontal curves; and calculating cuts and fills and earthwork. Must be taken concurrently with Surveying 223.



Surveying 223B — Legal Principles of Boundary Location (3-0)

Systems used to describe property; ownership and transfer of real property; locating sequence and simultaneous conveyances; reversion rights; riparian and littoral ownerships; the surveyor in court; and Texas land law questions and answers.

Vocational Nursing (LVN)**7821**

Vocational Nursing offers a curriculum leading to a Certificate of Proficiency. The curriculum is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society. The graduates of this program are prepared for nursing practice in hospitals, clinics, nursing homes and other health agencies.

The curriculum is one year in length and students who complete the course successfully are eligible for the examination by the state board. Only students who have completed a course of training approved by the State Board of Vocational Nursing Examiners, and who have successfully passed the state licensing examination are authorized to practice as Licensed Vocational Nurses.

Since enrollment in this program is necessarily limited, those applying for admission must make their application directly to the director of this program.

The Admissions Committee selects the class on the basis of high school records, tests results and personal interview.

A Vocational Nursing student cannot graduate unless he maintains an overall "C" average and has a minimum of a "C" in each Vocational Nursing course.

Any student who has successfully completed one or two semesters in Vocational Nursing at Tyler Junior College and withdraws from the Program, and after being out of the program for two years or more wishes to re-enter the program, must successfully pass (with a 70 percent or better) the most current final examination for each vocational nursing course completed prior to withdrawal.

VOCATIONAL NURSING CURRICULUM

Semester I

- LVN 111 — Personal and Vocational Adjustments
- LVN 111A — Nutrition
- LVN 111B — Mental Health and Mental Illness
- LVN 111C — Clinical Experience I
- LVN 111D — Disease Control and Prevention
- LVN 113 — Anatomy
- LVN 113A — Pharmacology
- LVN 113B — Maternity and Newborn Nursing
- LVN 113S — Vocational Skills

Semester II

- LVN 121A — First Aid
- LVN 121B — Geriatrics
- LVN 122 — Pediatric Nursing, Normal Growth and Development
- LVN 123 — Medical-Surgical Nursing I
- LVN 128 — Clinical Experience II

Summer Session

- LVN 134 — Medical-Surgical and Personal-Vocational Adjustments II
- LVN 139 — Clinical Experience III

Vocational Nursing 111 — Personal and Vocational Adjustments I Introduction to nursing, nursing ethics, legal aspects, personal hygiene, licensure nursing associations and publications. (25 clock hours)

Vocational Nursing 111A — Nutrition. Basic normal nutrition and nutrients required for maintaining health. Introduction to basic hospital diets. (Specific diet therapy to be incorporated in related subjects and in patient care.) (25 clock hours)

Vocational Nursing 111B — Mental Health & Mental Illness. Basic principles of positive mental health and of psychiatric nursing. (30 clock hours)

Vocational Nursing 111C — Clinical Experience I. This area of training consists of actual nursing experience gained through the assignment of duty periods, on a rotation basis, in each nursing area of the hospital. Supervised by the regular LVN instructor, the student is familiarized with the nursing responsibilities and requirements to be expected on accepting employment as a licensed Vocational Nurse. (64 clock hours)

Vocational Nursing 111D — Disease Control & Prevention.

Basic microbiology for understanding the importance of maintaining cleanliness and disinfection in relation to prevention of disease, disease control and community health and resources. (10 clock hours)

Vocational Nursing 113 — Anatomy. Basic Anatomy and physiology as a background for nursing skills and other subjects. (50 clock hours)

Vocational Nursing 113A — Pharmacology. Weight systems, calculations of dosages. Introduction to basic classification of



drugs. Principles and techniques of drug administration, excluding infusions. (Specific drug therapy to be incorporated in medical-surgical, maternity and newborn and pediatric nursing.) (50 clock hours)

Vocational Nursing 113B — Maternity and Newborn Nursing.

Normal obstetrics, pregnancy through labor and delivery to postpartum inclusive of complications specific to obstetrics and disease conditions affecting the course of obstetrics. Supportive care to include physical, emotional, and spiritual needs. Effects of drugs and diet on mother and child during prenatal and post-partum.

Immediate care of newborn, characteristics of newborn, complications of newborn related to pregnancy, labor and delivery. Nursing care of congenital abnormalities and birth injuries. (50 clock hours)

Vocational Nursing 113S — Vocational Skills. Basic nursing concepts, nursing techniques. This area of training consists of actual nursing experience gained through supervised assignments in each nursing area in the hospital. (176 clock hours)

Vocational Nursing 121A — First Aid. Basic principles of emergency nursing measures. (15 clock hours)

Vocational Nursing 121B — Geriatrics. Normal physical changes due to aging process. (Conditions and nursing care to be incorporated in medical-surgical nursing.) (10 clock hours)

Vocational Nursing 122 — Pediatric Nursing, Normal Growth & Development. Nursing of children with childhood diseases and diseases specific to children. Effects of disease on growth and development. Nursing care inclusive of supportive measures in meeting physical and emotional needs. Calculation of pediatric dosages; incorporation of drug and diet therapy.

Growth and development from infancy through childhood, teens and reproductive years. (Deviations from normal and nursing care to be incorporated in related subjects.) (40 clock hours)

Vocational Nursing 123 — Medical-Surgical Nursing I. Nursing of conditions of illness requiring medical or surgical treatment. Care of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy. Practice in the administration of medications. (54 clock hours).

Vocational Nursing 128 — Clinical Experience II. This area of training consists of actual nursing experience gained through the assignment of duty periods, on a rotation basis, in each nursing area of the hospital. Supervised by the regular RN/LVN instructor, the student is familiarized with the nursing responsibilities and requirements to be expected on accepting employment as a Licensed Vocational Nurse. (584 clock hours.)

Vocational Nursing 134 — Medical-Surgical & Personal Vocational Adjustments II. Nursing of conditions of illness requiring medical or surgical treatment. Care of aged. Supportive care inclusive of physical, emotional, and spiritual needs. Incorporation of specific drug and diet therapy. Practice in the administration of medications. Medical-Surgical I and Medical-Surgical II add up to seven months. (66 clock hours)

Vocational Nursing 139 — Clinical Experience III. This area of training consists of actual nursing experience gained through the assignment of duty periods, on a rotation basis, in each nursing area of the hospital. Supervised by the regular RN/LVN instructor, the student is familiarized with the nursing responsibilities and requirements to be expected on accepting employment as a Licensed Vocational Nurse. (549 clock hours)

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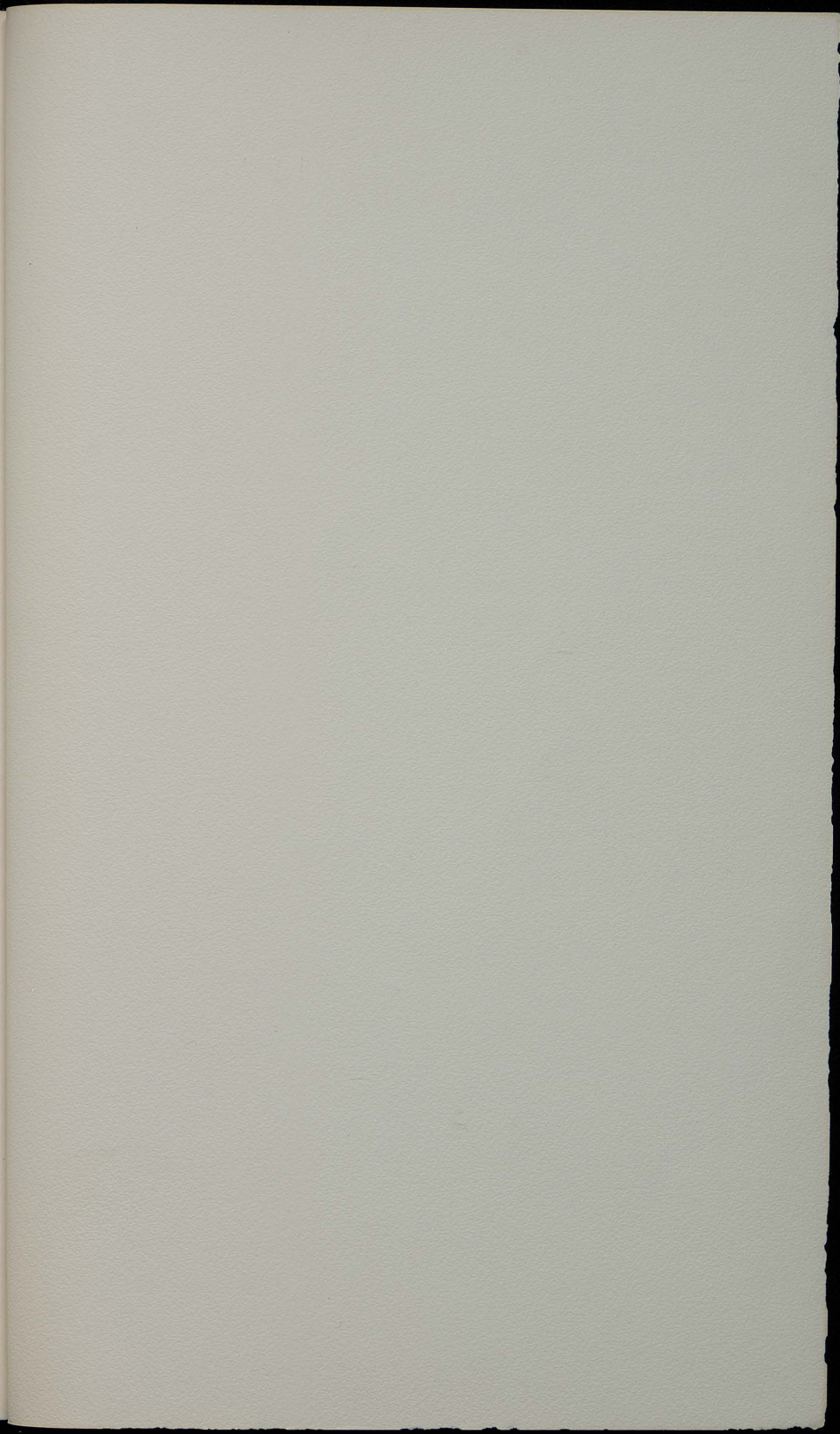
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Tyler Junior College

Tyler, Texas 75701